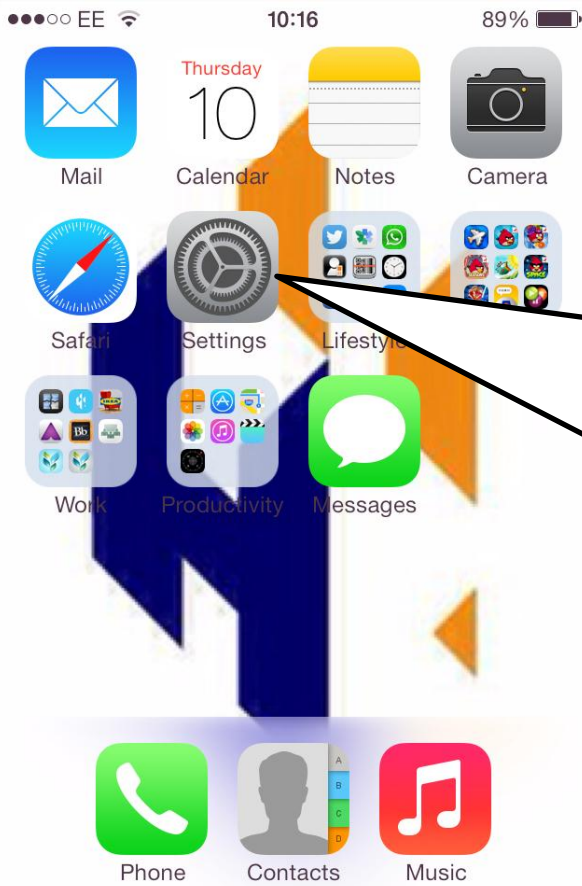
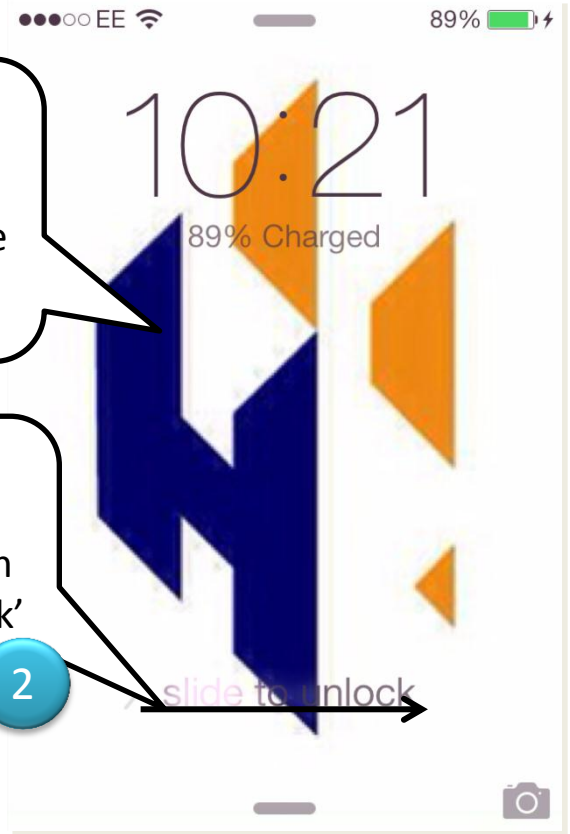


1 This is your lock screen. You will find that your background image will be different. Here you will find Basic information like the time, signal, Wi-Fi connectivity and the battery status (If charging it will state the percentage charged).

To unlock your device; you must first press either the power button or home button on your device. This brings up your home screen as seen to the right, swipe the 'Slide to unlock' section on your screen from left to right.



The screen you are brought to lists all of your available apps and resources. You may have created folders to hold a group of apps or you may need to swipe the screen from right to left, which will show you your further pages. In this case, locate your 'Settings' app and tap it once.

4 Once in your settings scroll down until you see 'Mail, Contacts, Calendars'. Tap on this heading.

5 This will list any 'Mail' accounts you have at the moment, and further options (at the moment we do not need to use these options). Tap on 'Add Account'.

6 Tap on 'Exchange'.

7 Enter your details. Your university email (email@hud.ac.uk), your account password and a description (Name) for the mail account.

8 Tap 'Next' and this will start verifying your details. **If a pop up comes up on the screen tap 'Continue'.**

Cancel Account

Email s.r.williams@hud.ac.uk

Server staffmail.hud.ac.uk

Domain ad

Username cmsxsrw

Password ●●●●●●●●

Description Work

9

You will then find this screen. Some details will be filled in for you (e-mail and password will have been carried through from the last step). Enter the following missing data below.

10

In the 'Server' area you may have to add information. Some devices will make this an optional field. Enter 'staffmail.hud.ac.uk'.

In 'Domain' enter 'ad' and in 'Username' enter the username you use to login on your computer and other university services.

11

These should be the only details you need to enter to progress. Once entered tap 'Next' Top right corner.

Again if a pop up comes up on the screen tap 'Continue'.

You can now select what information you want to sync from your mail. 'Mail' will sync all of the e-mail you have (Read and Unread). Turn these on by tapping or sliding the button to the right.

11

EXCHANGE

Account s.r.williams@hud.ac.uk

Mail



'Contacts' will sync any saved contacts from your account, so will make their information, like contact numbers, available to you quickly.

13

12

Contacts



'Calendars' will take any meetings that you currently have in your account and place them into your 'Calendar' app. This will also let you accept and deny meetings on the move.

Calendars



Reminders



'Reminders' will tell you when you have an upcoming meeting, similar to how outlook would tell you on your computer.

Notes



Mail Days to Sync 1 Week >

Work Mail Days to Sync

'Notes' Will add in any notes from your account on to your 'Notes' app.

14

15

No Limit

1 Day

3 Days

1 Week ✓

2 Weeks

1 Month

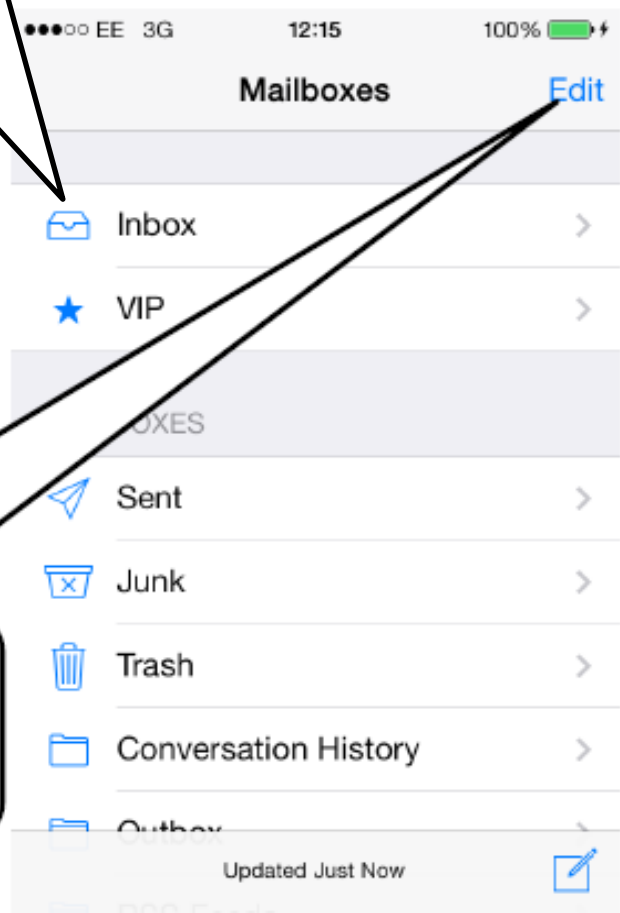
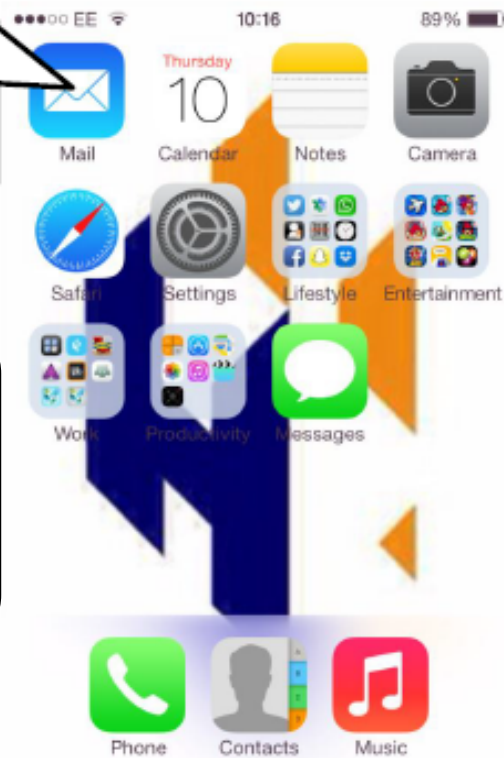
The last option 'Mail Days to Sync', gives you the option of how much mail you want synced, from 1 day up to a month. This is very helpful as it helps prevent your device getting full.

16

1 Once setup return back to you home screen. Then find and tap your 'Mail' app.

2 This will then your mailboxes. The main folder you will use will be your inbox. 'VIP' is a special favourites folder linked from your account, where you may want to place e-mails from people providing important information.

3 You then have options of viewing other folders like 'Sent' and 'Trash'. You can manage what folders you see and want to use by tapping 'Edit'



The image shows two screenshots of an iPhone Mail app interface. The top screenshot shows the 'Inbox' screen with a search bar and a list of emails. A callout box with the number '4' points to the search bar. The bottom screenshot shows a single email open, with various action icons at the bottom. Callout boxes explain the functions of these icons: a trash can for deleting, a flag for marking as read or moving to junk, a folder for moving to a different folder, an arrow for replying, forwarding, or printing, and a pen and paper icon for starting a new message. The status bar at the top of both screenshots shows signal strength, network type (3G), time (12:15 and 12:16), and battery level (100%).

After tapping your inbox, you will then find a list of your e-mails. Tap on an e-mail to open it.

To delete any e-mails tap 'Edit' and then select the emails you want to delete by tapping the small circles to the left of each message.

Start a new message by tapping this icon.

Once you have a message open you can quickly change between messages by using the arrows in the top right corner of the screen.

This text displays when your account was last synced.

Updated Just Now

To delete the message, Tap on the trash can icon.

Tap here to 'Flag', 'Mark as Read' or 'Move to Junk'.

Tap the folder icon to move the message to a different folder.

Tap the arrow icon to 'Reply', 'Forward' or 'Print'.

Tap the Pen and paper icon, to start a new message.