

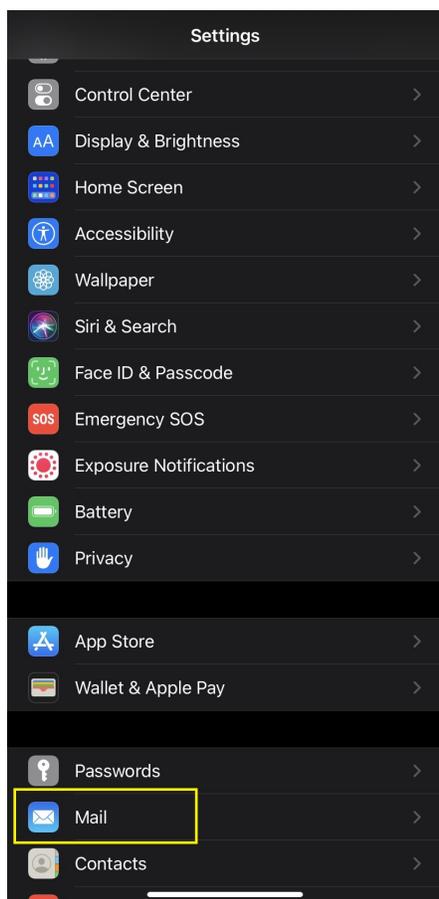
Setting up @newhavenassistedliving.com email on your work phone

Apple iPhone

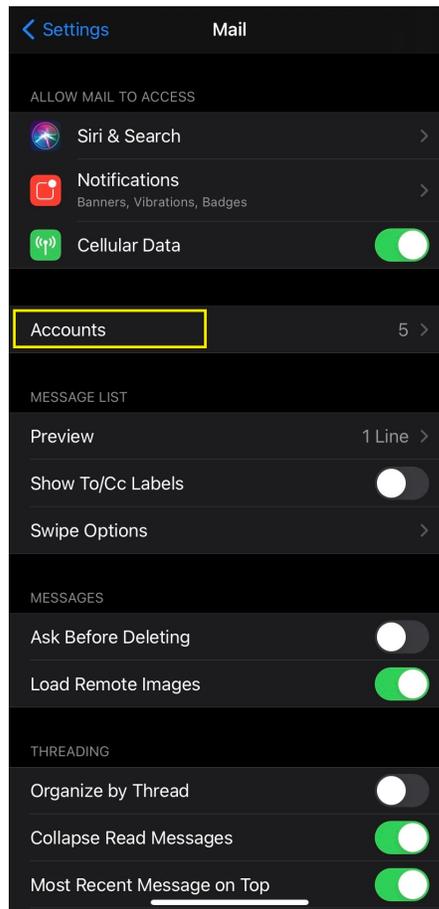
1) Go to **Settings** on your iPhone.



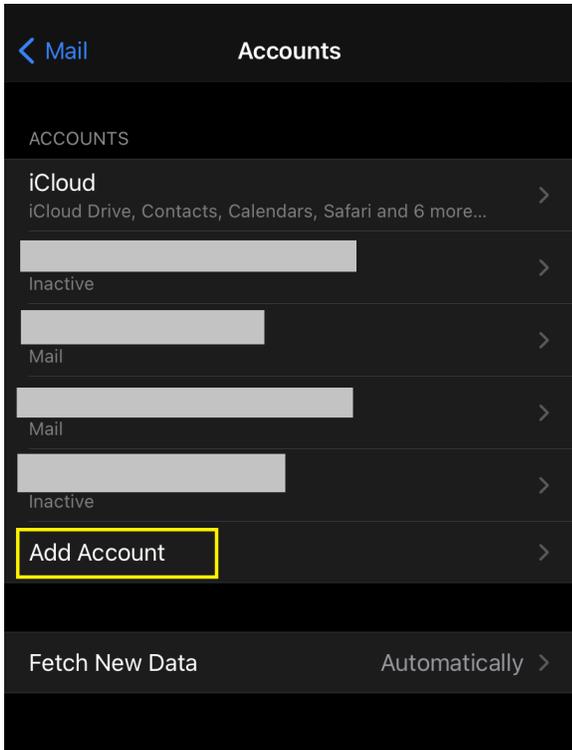
2) Scroll down and select **Mail**



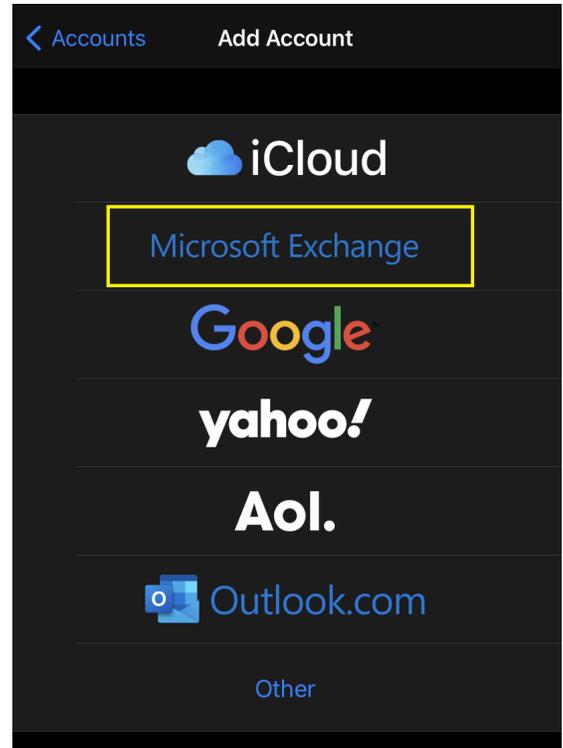
3) Select **Accounts**



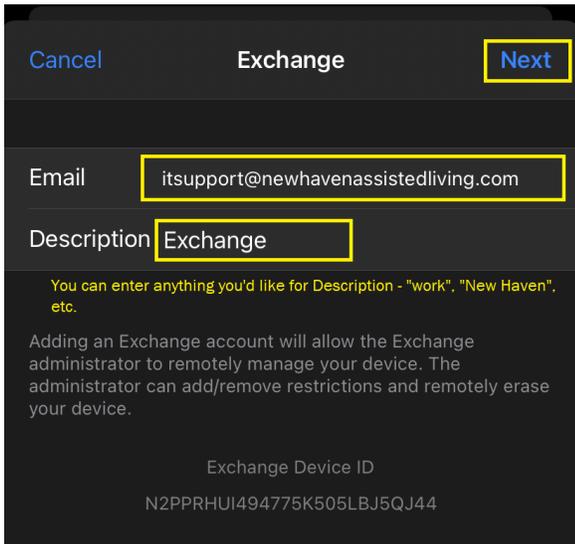
4) Select **Add Account**



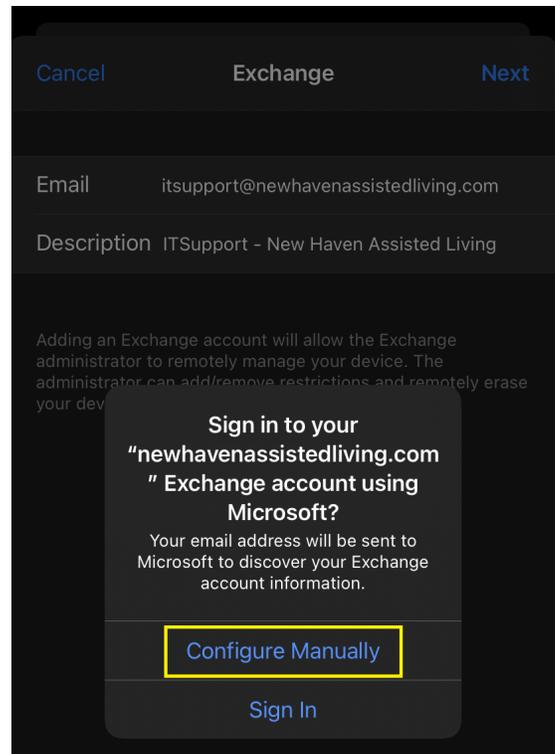
5) Select **Microsoft Exchange**



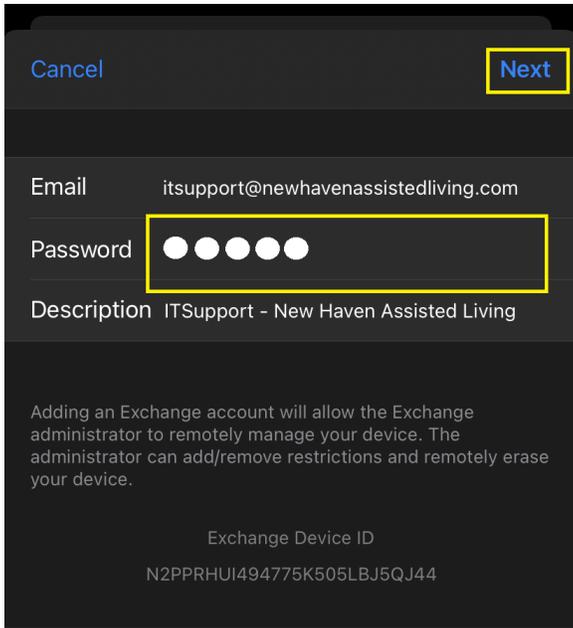
6) Enter in your **Email address** and a **Description** (which can be anything you'd like). Then select **Next**.



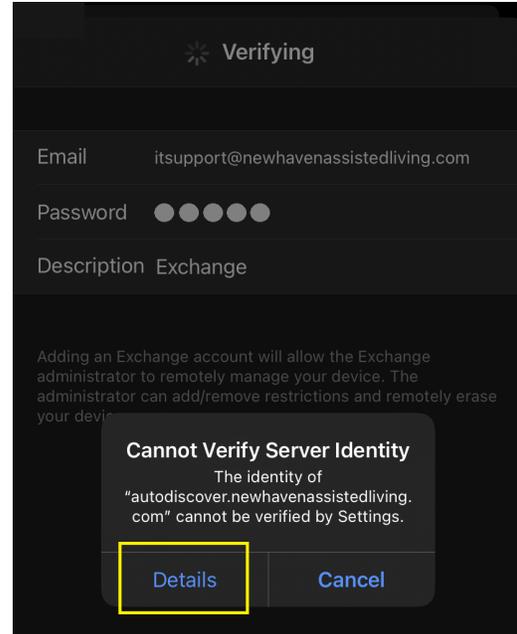
7) When prompted, select **Configure Manually**



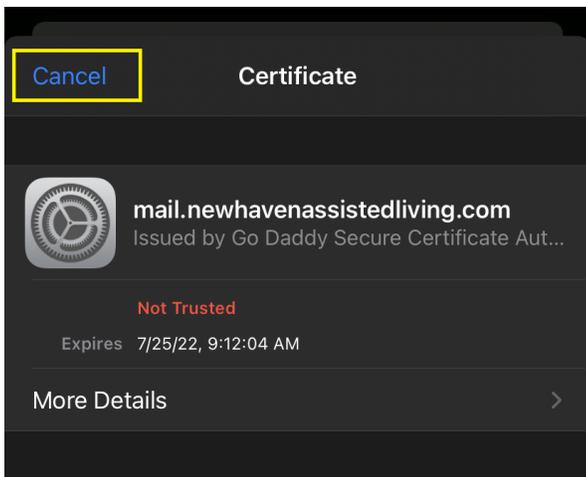
8) Enter your **password**. Select **Next**.



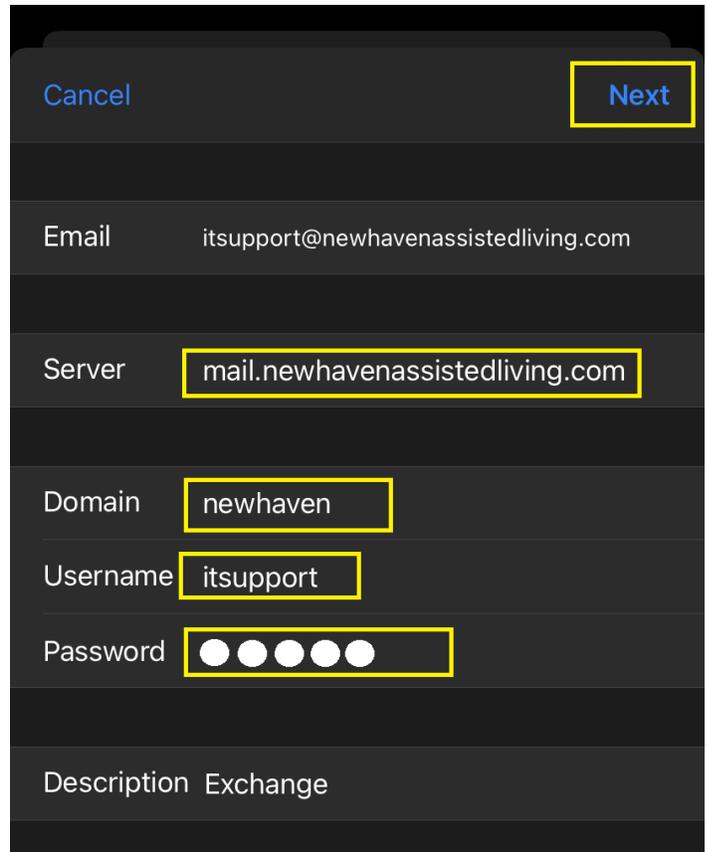
9) When the popup below appears, select **Details**.



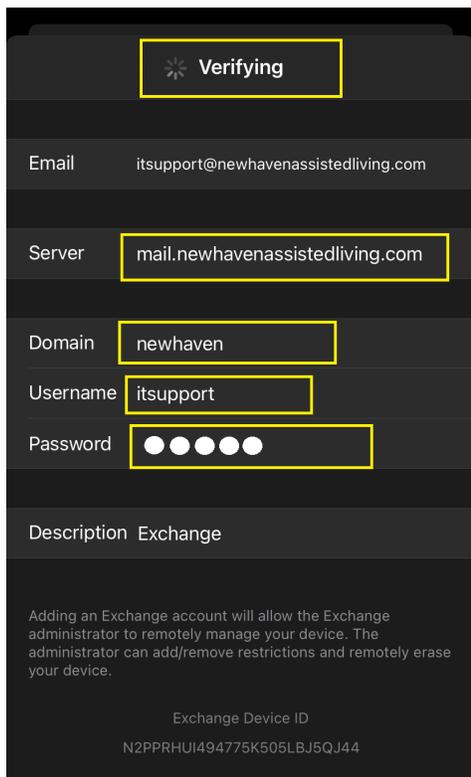
10) At the certificate screen, select **Cancel**.



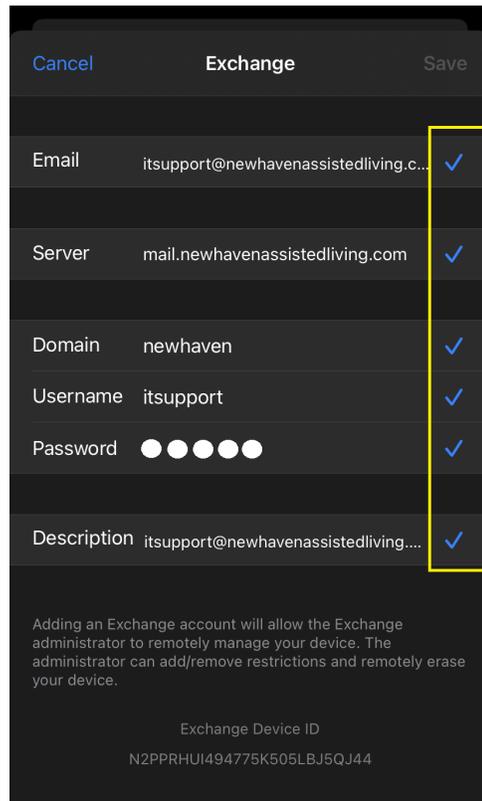
11) This is bring up a new screen with more fields. Enter the **server** and **domain** (see below) Enter **username** (just the first part of your email) and **password**. Select **Next**.



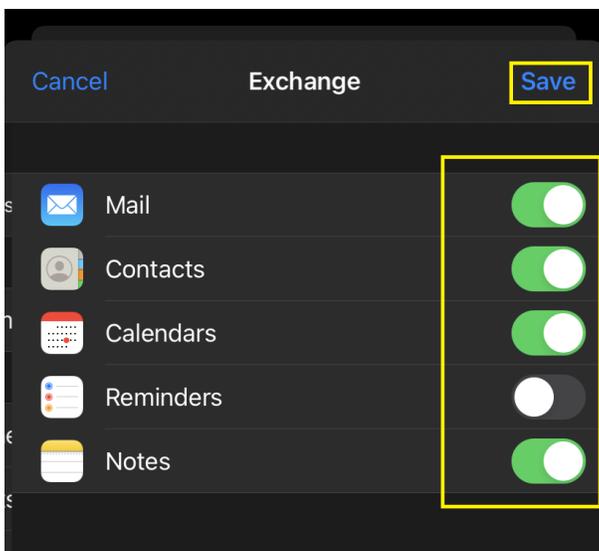
12) The screen should go to Verifying.



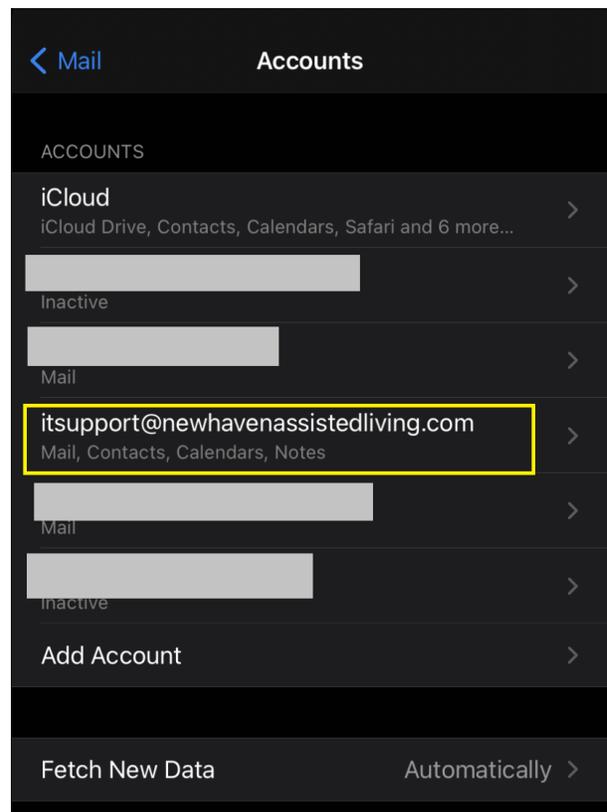
13) If successful, you will briefly see blue checkmarks along the right side.



14) Next screen will allow you de-select if you don't want all the fields. Select **Save**.



15) Once saved, you should see the account listed under Accounts. Then just open the Mail app to view.



Email on your phone - Android

Go to **Settings**

- Go to **Accounts & Passwords**
- Go to **Add Account**
- Select **Exchange**
- In the **Email** field, enter your email address (sent via Welcome email), example **bob@newhavenassistedliving.com**
- In the Description field, enter what you'd like to call it, example **Work email**
- Select **Next**
- When/If prompted, select **Configure Manually**
- in the **Password** field, enter your password (sent via Welcome email)
- Select **Next**
- Wait for Verifying
- In the **Server** field, enter the server information: **mail.newhavenassistedliving.com**
- In the **Domain** field, enter the domain information: **newhaven**
- In the **Username** field, enter just your username or first part of your email address, usually your first name, example: **bob**
- Select **Next**
- Wait for Verifying
- This should bring you to select what parts of the server you want on your phone - Mail, Contacts, Calendars, etc. Select or unselect what you'd like.
- Select **Save**