Setting up @newhavenassistedliving.com email on your work phone

Apple iPhone

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



2) Scroll down and select Mail

| | Settings | |
|-----------|------------------------|--|
| | Control Center | |
| AA | Display & Brightness | |
| | Home Screen | |
| Ť | Accessibility | |
| | Wallpaper | |
| | Siri & Search | |
| (Ŀ) | Face ID & Passcode | |
| SOS | Emergency SOS | |
| | Exposure Notifications | |
| | Battery | |
| | Privacy | |
| | | |
| Å | App Store | |
| | Wallet & Apple Pay | |
| | | |
| Ŷ | Passwords | |
| \bowtie | Mail | |
| | Contacts | |
| | | |

3) Select Accounts



4) Select Add Account

| Mail Accounts | |
|--|---------|
| ACCOUNTS | |
| iCloud iCloud Drive, Contacts, Calendars, Safari and 6 more. | |
| Inactive | |
| Mail | |
| Mail | |
| Inactive | |
| Add Account | |
| | |
| Fetch New Data Automati | cally > |
| | |

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



5) Select Microsoft Exchange



7) When prompted, select Configure Manually

| | Exchange | | | | |
|--|-----------------------------|-------------|--|--|--|
| | | | | | |
| Email | itsupport@newhavenassisted | lliving.com | | | |
| Description | ITSupport - New Haven Assis | ted Living | | | |
| Adding an Exchange account will allow the Exchange administrator to remotely manage your device. The administrator can add/remove restrictions and remotely erase your dev Sign in to your "newhavenassistedliving.com " Exchange account using Microsoft? Your email address will be sent to Microsoft to discover your Exchange account information. | | | | | |
| | Configure Manually | | | | |
| | Sign In | | | | |

8) Enter your password. Select Next.



10) At the certificate screen, select Cancel.

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



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.



| Cance | | | Next |
|--------|----------------|---------------------|--------|
| | | | |
| Email | itsupport@ne | ewhavenassistedlivi | ng.com |
| | | | |
| Server | mail.newha | venassistedliving | g.com |
| | | | |
| Domai | n newhaven | | |
| Userna | ame itsupport |] | |
| Passwo | ord | • | |
| | | | |
| Descri | ption Exchange | | |
| | | | |

12) The screen should go to Verifying.

| | 🔆 Verifying | |
|---|--------------------------------------|--|
| | | |
| Email | itsupport@newhavenassistedliving.com | |
| | | |
| Server | mail.newhavenassistedliving.com | |
| | | |
| Domain | newhaven | |
| Username | itsupport | |
| Password | | |
| | | |
| Descriptior | n Exchange | |
| | | |
| Adding an Exchange account will allow the Exchange administrator to remotely manage your device. The administrator can add/remove restrictions and remotely erase your device. | | |
| Exchange Device ID | | |
| | N2PPRHUI494775K505LBJ5QJ44 | |

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