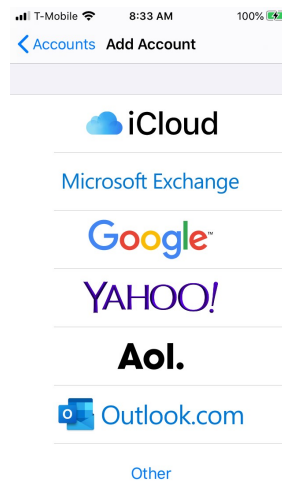


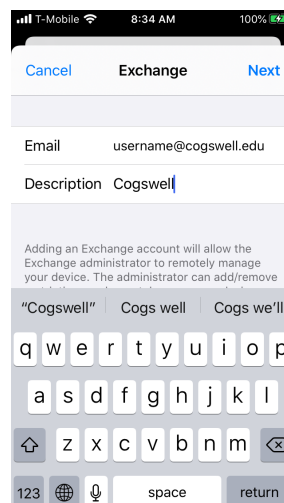
Cogswell E-mail Setup Instruction for iPhone and iPad

Follow these steps to setup a Cogswell e-mail account on your iPhone or iPad.

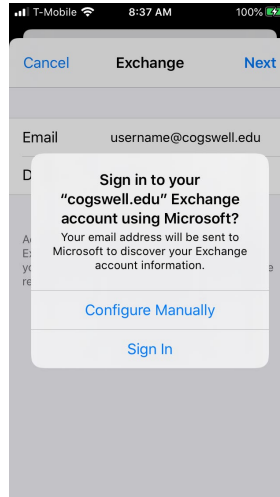
1. Go to **Settings** and select **Passwords & Accounts**.
2. Select **Add Account...**
3. On the Add Account screen select **Microsoft Exchange**



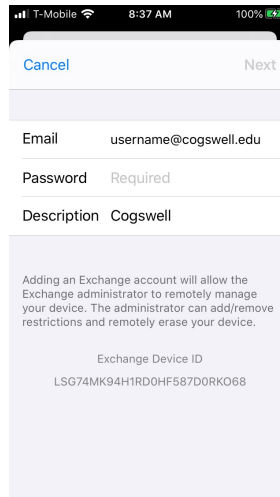
4. On the Exchange screen enter your **Cogswell e-mail address**. In the **Description** field enter a friendly name for this e-mail account (it *does not* need to be your name or e-mail address), then select **Next**.



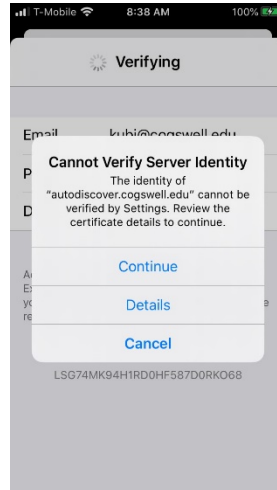
5. On the next screen select **Configure Manually** (do not sign using Microsoft)



6. Enter your Cogswell **Password** and click **Next**

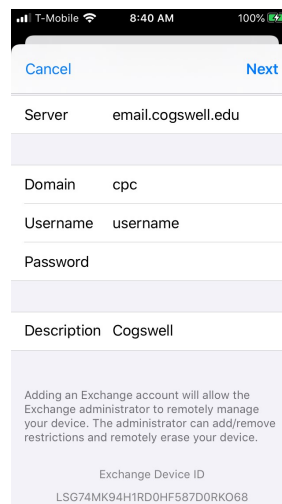


7. If you will receive a message “Cannot verify Identity”, click **Continue**.



8. On the next screen in the Server field enter **email.cogswell.edu**

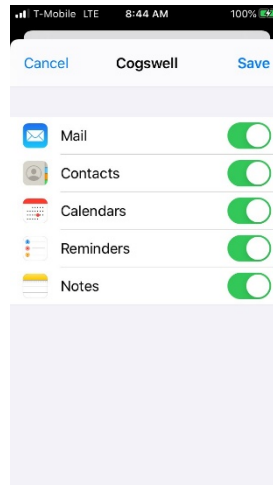
In the **Domain** field enter “**cpc**” (it is a required field, despite that it’s marked as “Optional”) and enter your **Username** (just user name, don’t add “@cogswell.edu”)



(The Email, Password and Description fields should be already populated.)

E-mail Setup Instruction for iPhone and iPad

9. Cogswell mail server supports synchronization of not just e-mail, but also your Contacts, Calendar and Reminders; all of them can be synchronized between your iPhone/iPad and the Cogswell mailbox if you wish.



10. A prompt should appear confirming that your account is now set up. Your e-mail account will start synchronizing with the server (it might take a couple of minutes before your e-mail messages will appear on the phone/tablet).