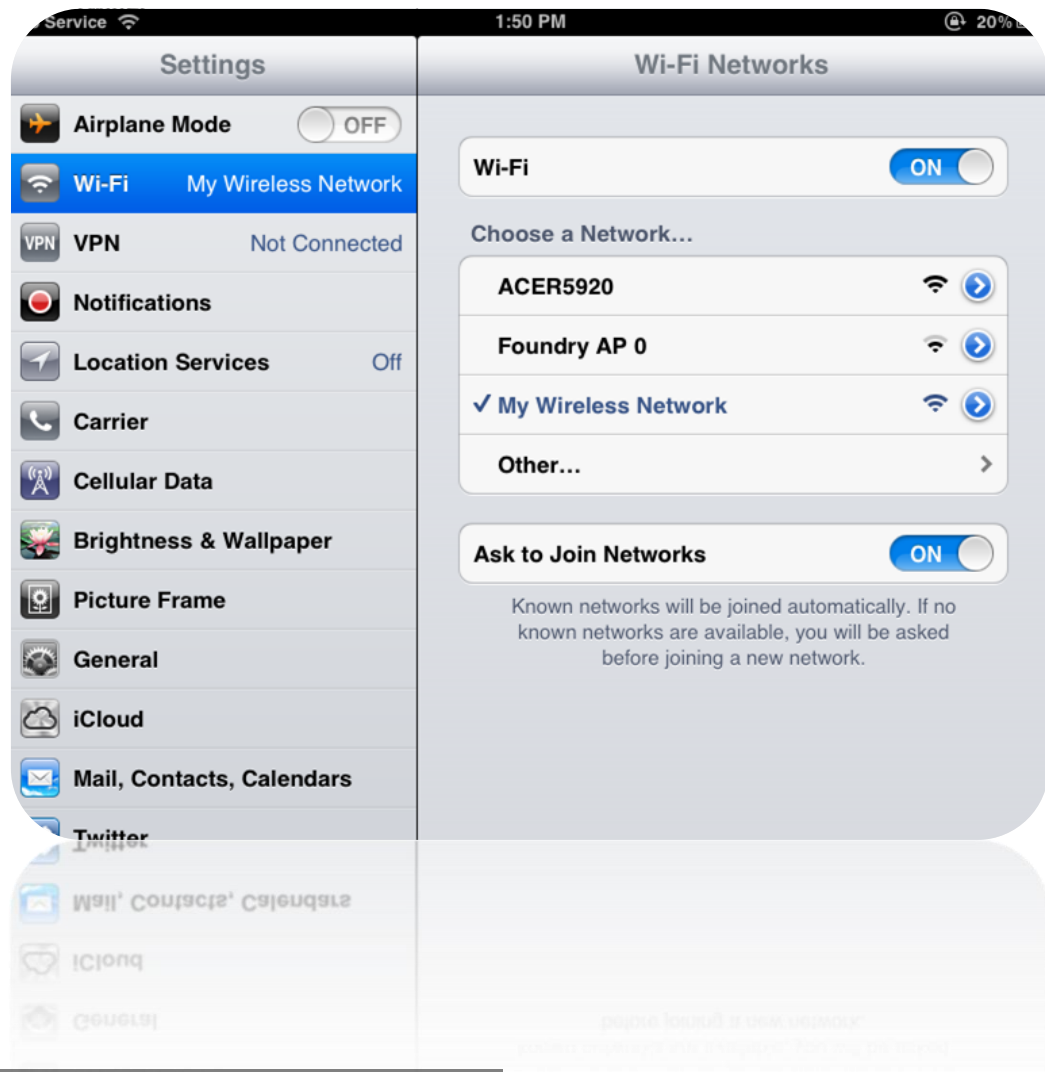




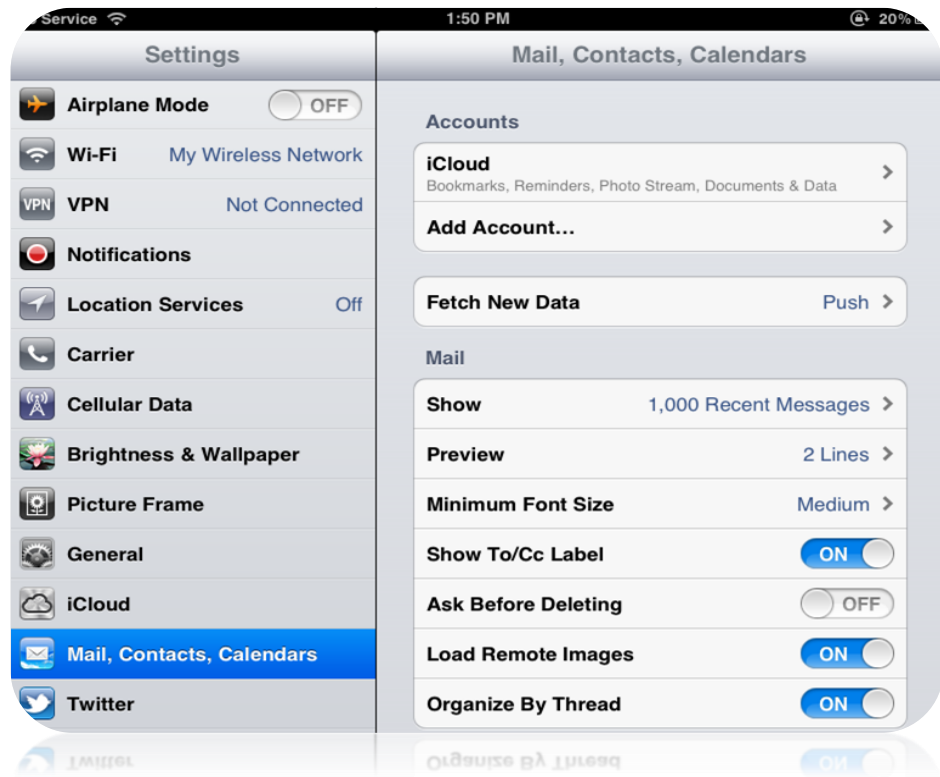
### Step by step guide on how to configure iPad email settings

1. Enable the wireless internet connection
  - a. Go to Settings from home screen
  - b. Select Wi-Fi from the left panel
  - c. Turn on Wi-Fi from the right panel
  - d. Choose your wireless network





2. Select Mail, Contacts, Calendars from the Settings left panel

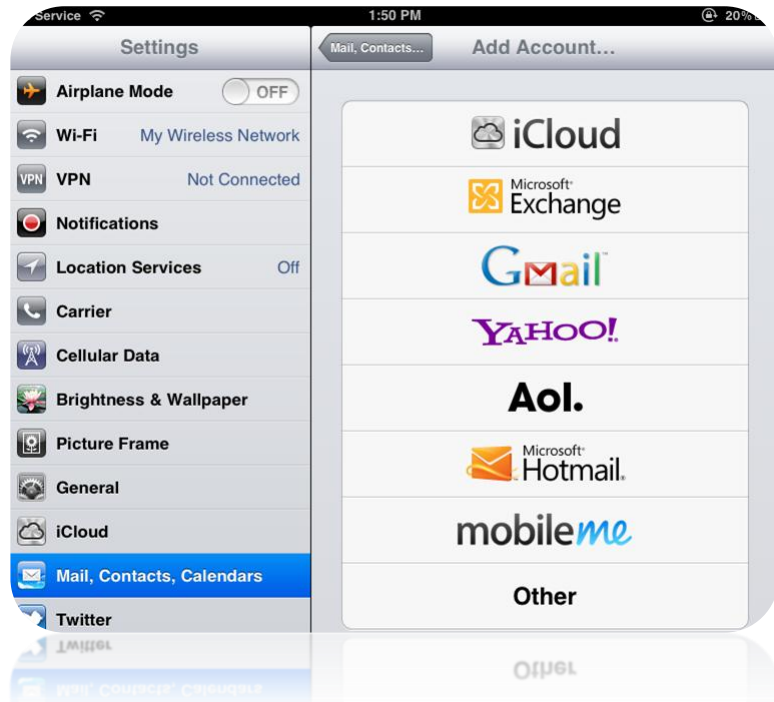


3. Select Add Account on the right panel

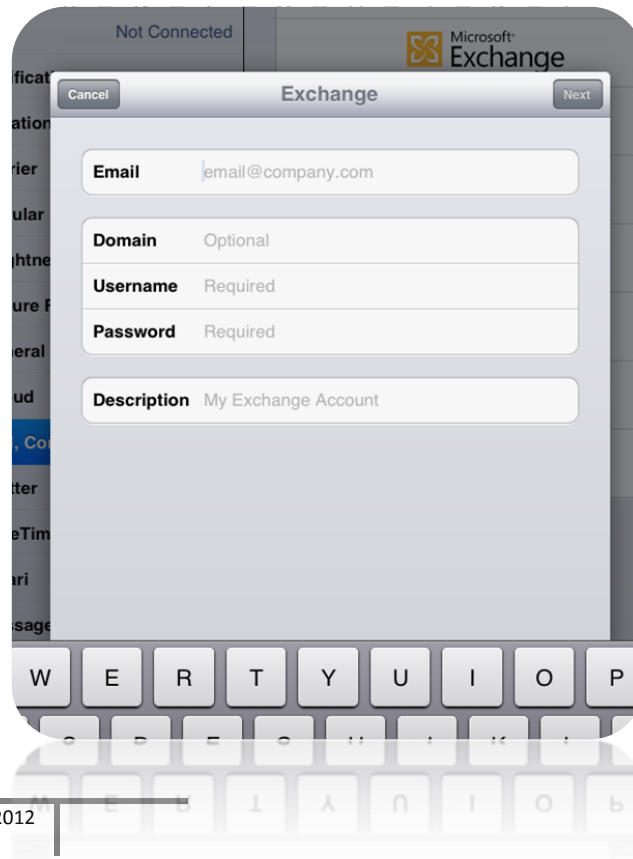




### 4. Select Microsoft Exchange



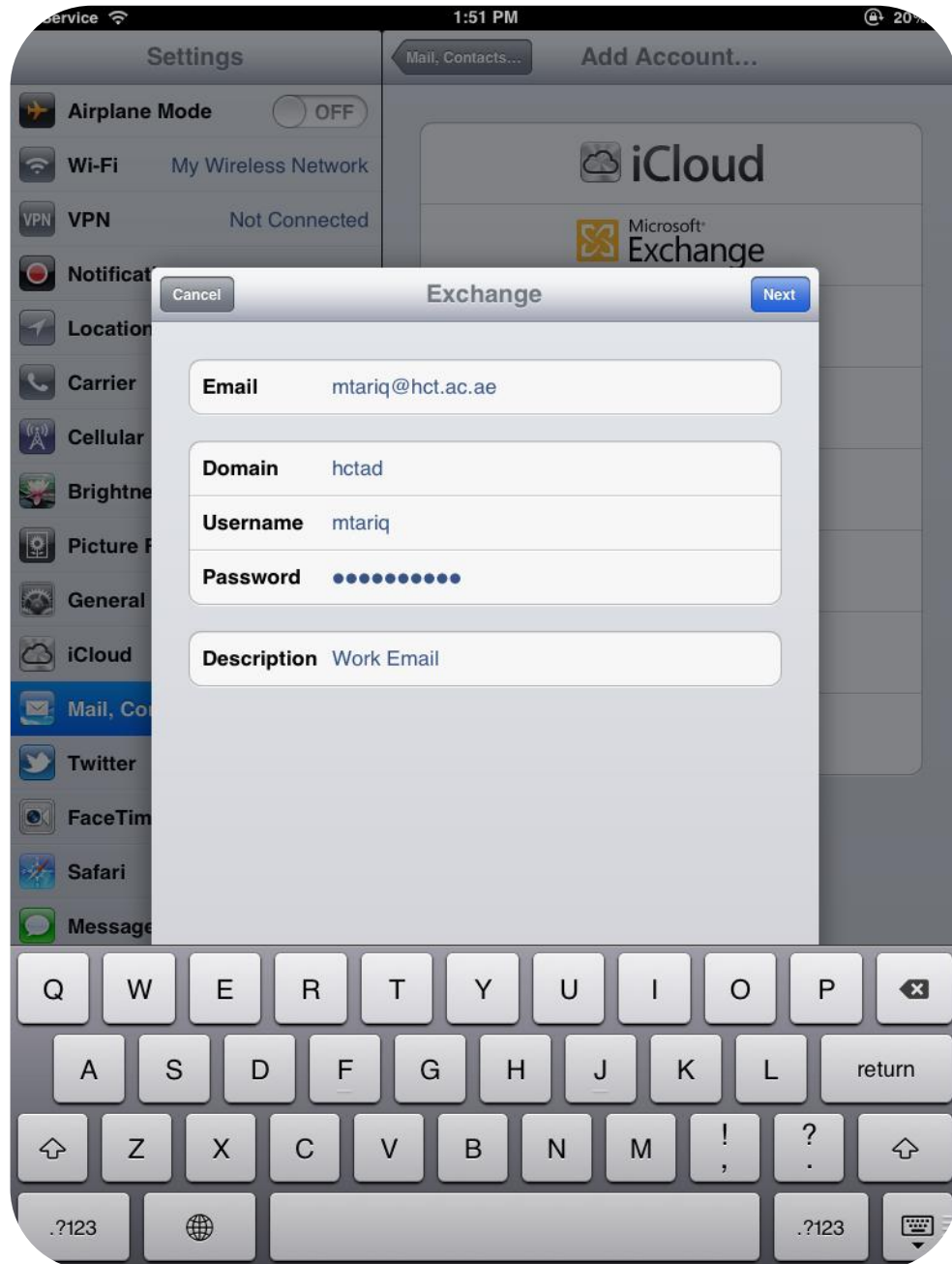
### 5. Type in the user's HCT email





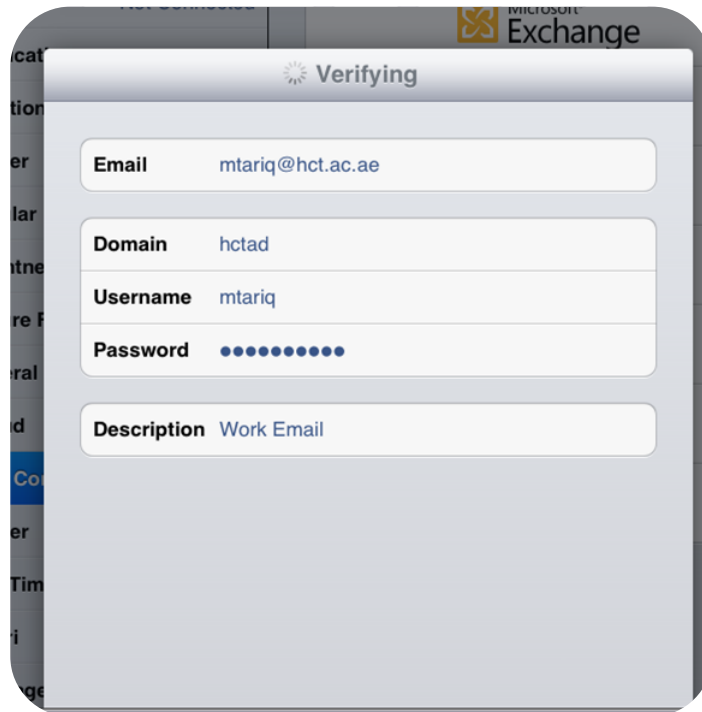
## iPad Email Settings Configuration

6. Type "hctad" in the domain field
7. Type in the username and password respectively
8. Type "Work Email" in the description field. This will be the name of your emails folder

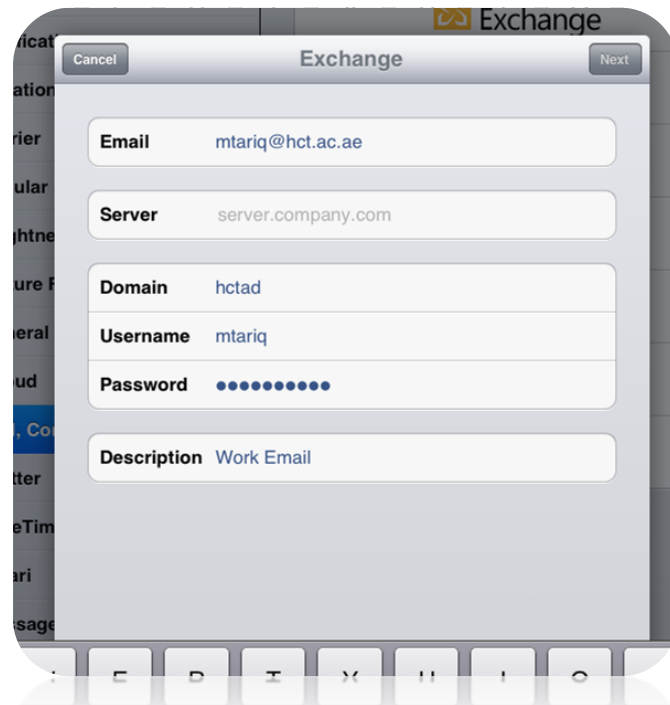


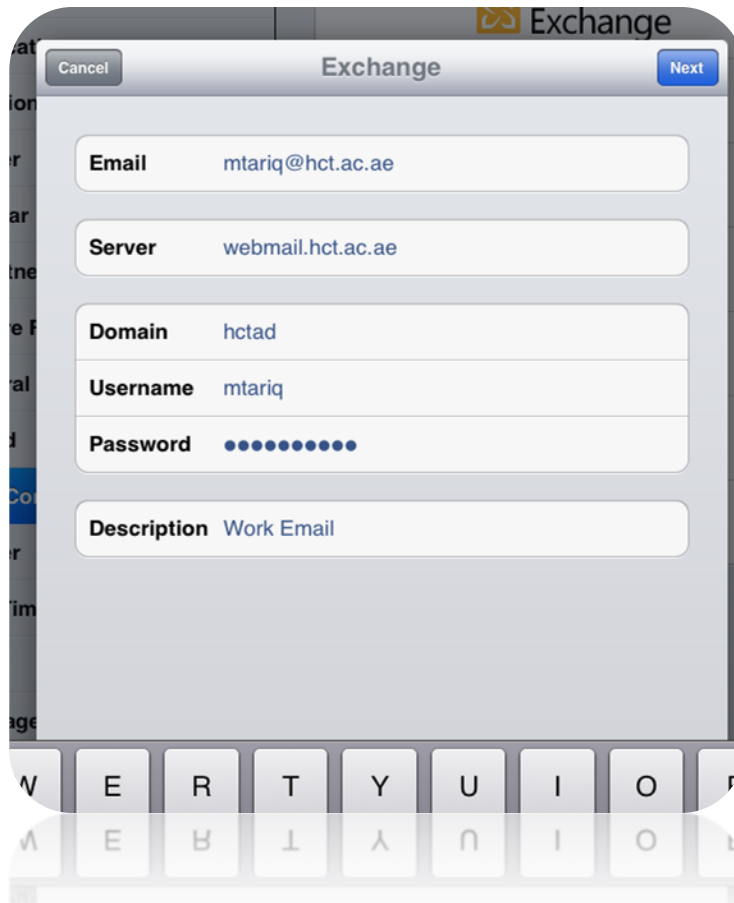


9. Select next



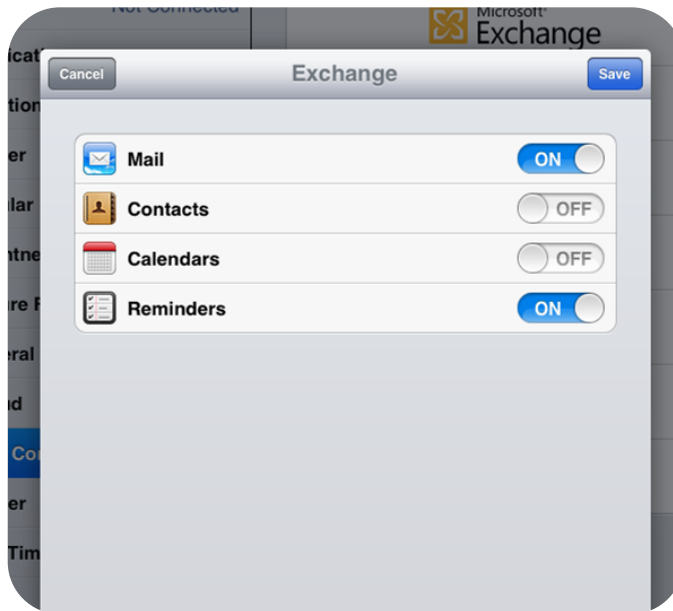
10. After verifying, the server field will be visible, type in "webmail.hct.ac.ae"





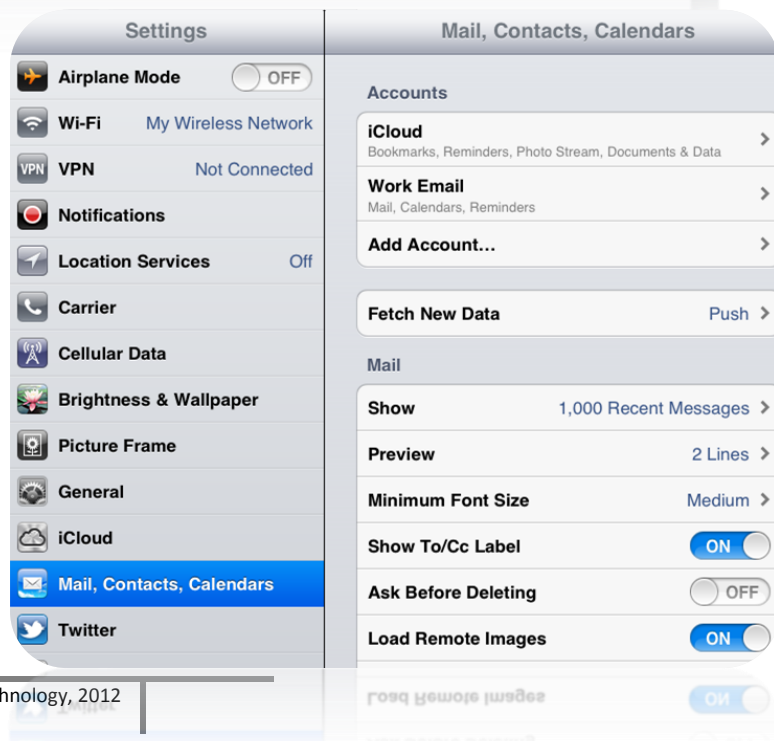
11. Select next

12. Ask the user if he/she wants the mail, contacts, calendar and reminders to be synced with his/her iPad. Select on or off respectively





13. Select Save





14. Press the home button and select Mail to access all your e-mails

