

Setting up HSEN Email account on iPad

On your iPad go to Settings, then go to Mail, Contacts, Calendars

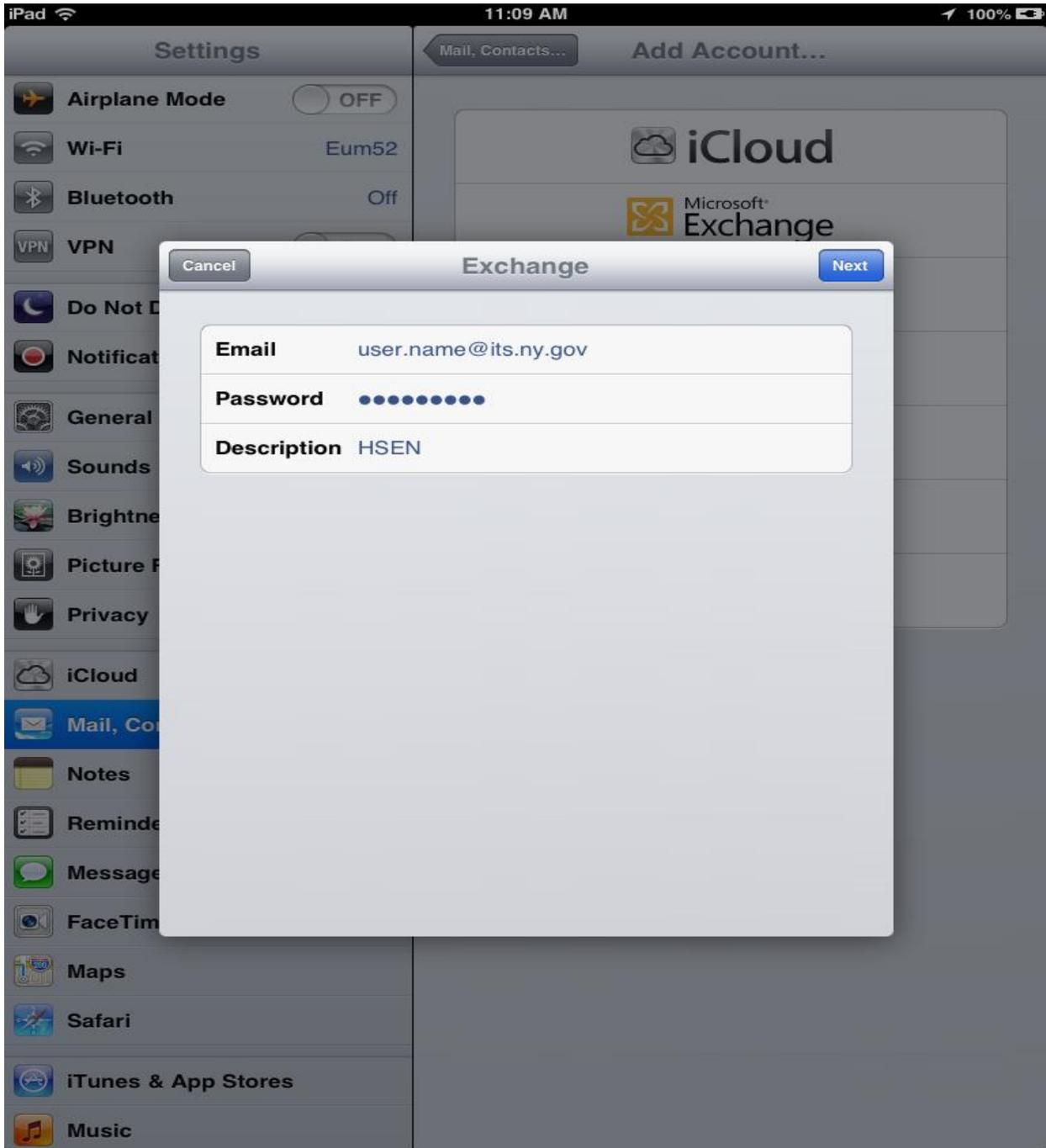


Next, go to Add Account.

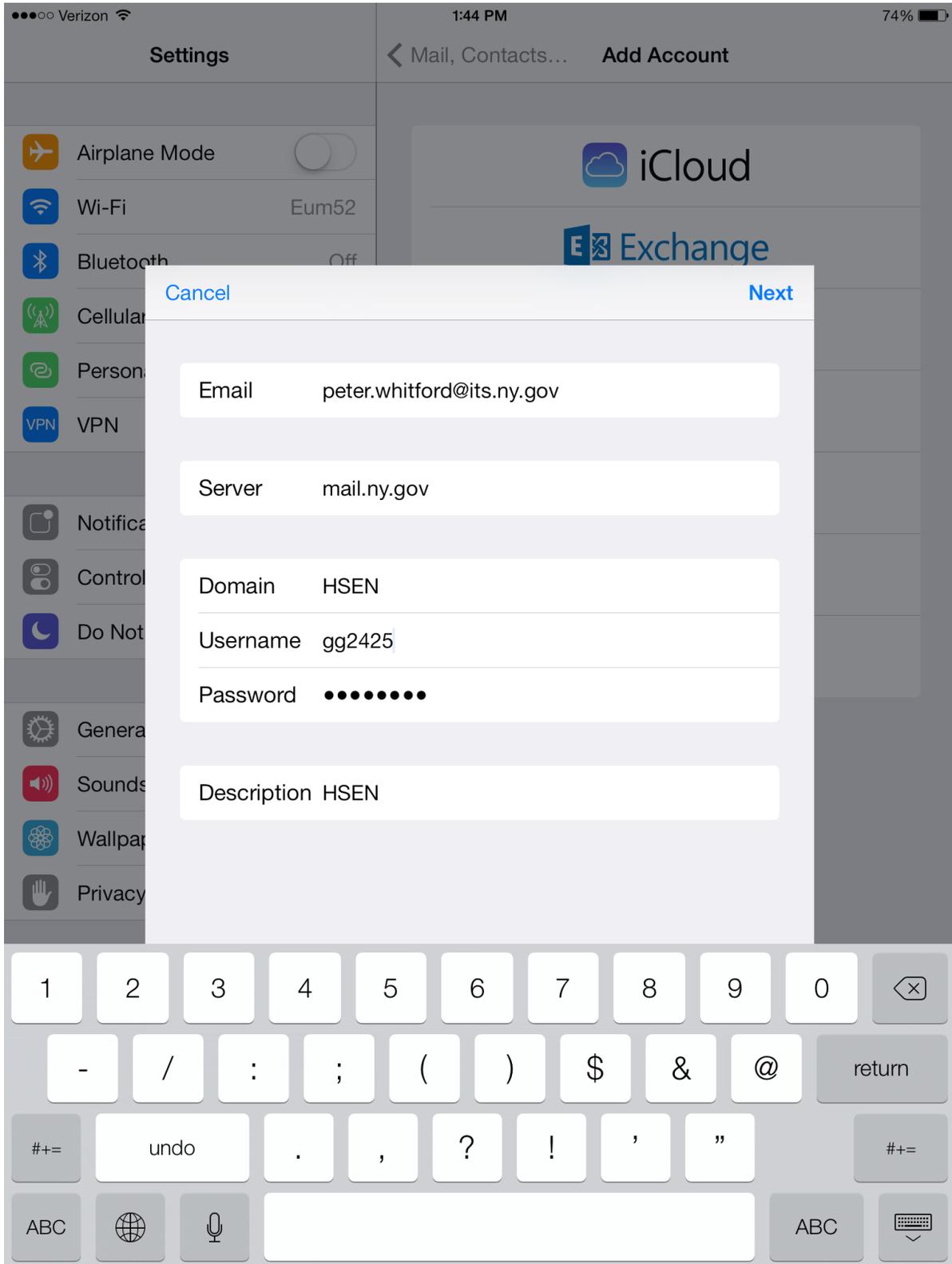
Here, you will choose Microsoft Exchange.



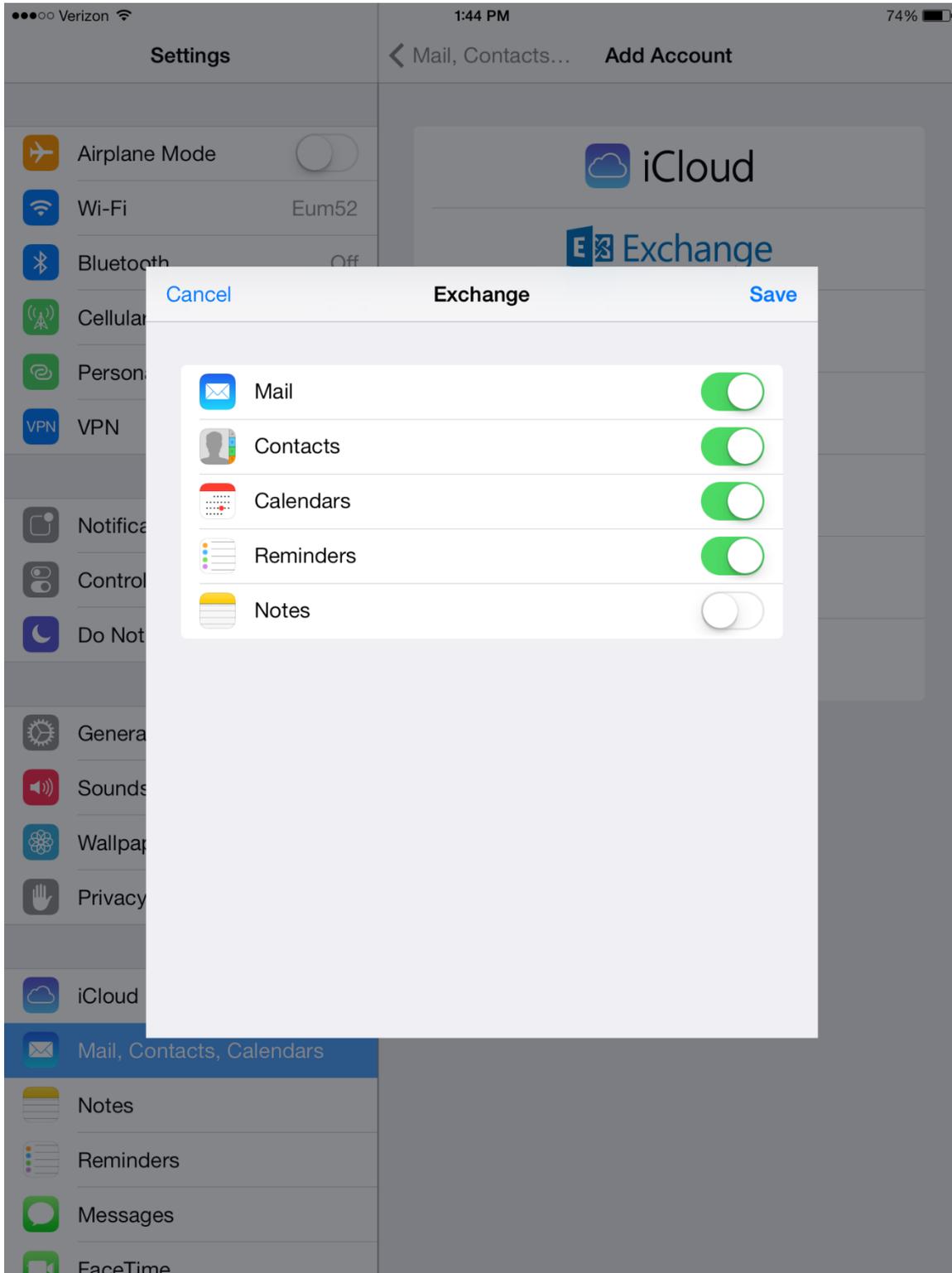
At the popup fill in the blanks with your HSEN email address and your password. Then under description type HSEN and then click Next.



At the next screen fill in the necessary information. The server will be **mail.ny.gov**. Click Next.



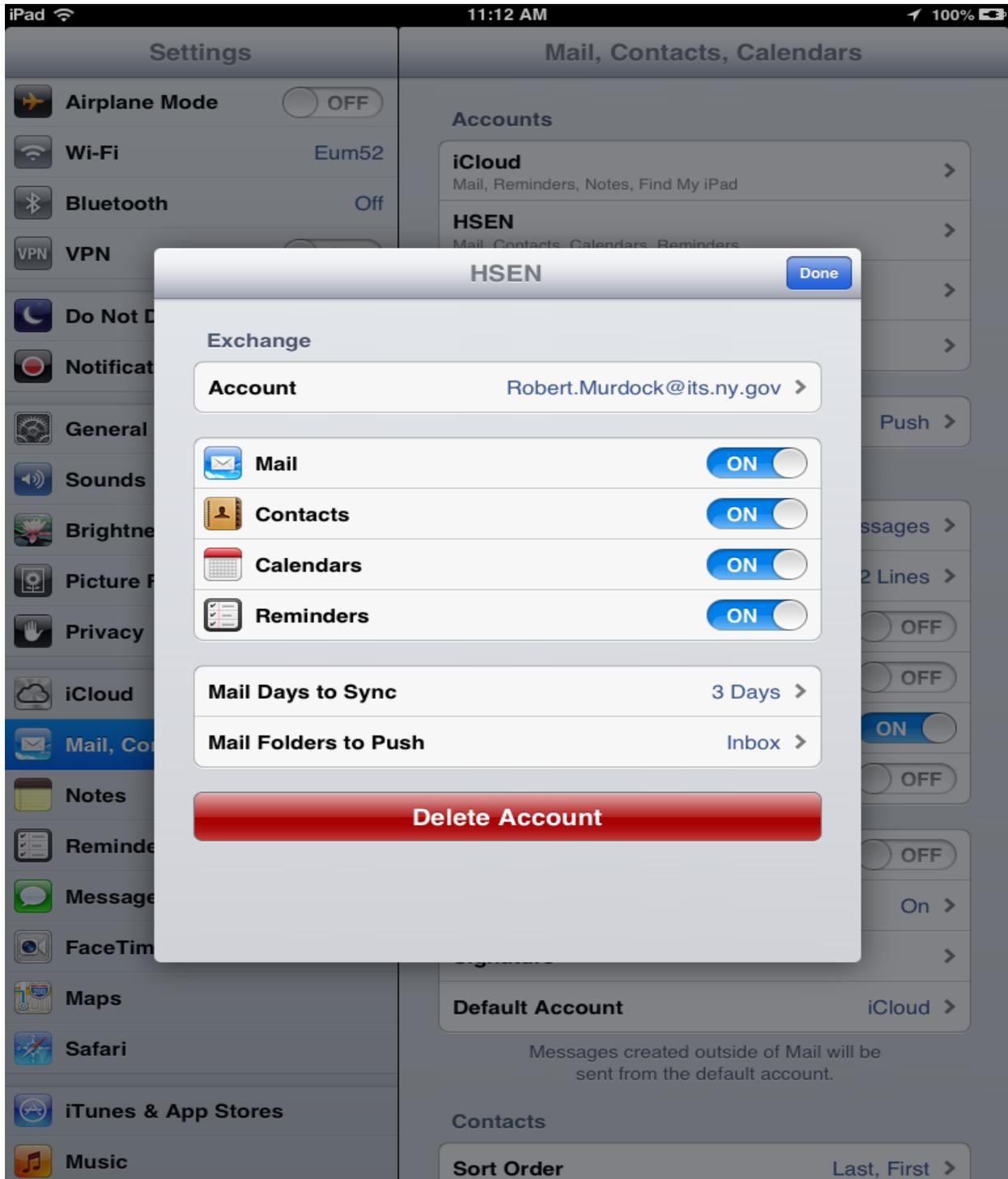
Here you can choose what you would like to have synced. When you are done, click Save.



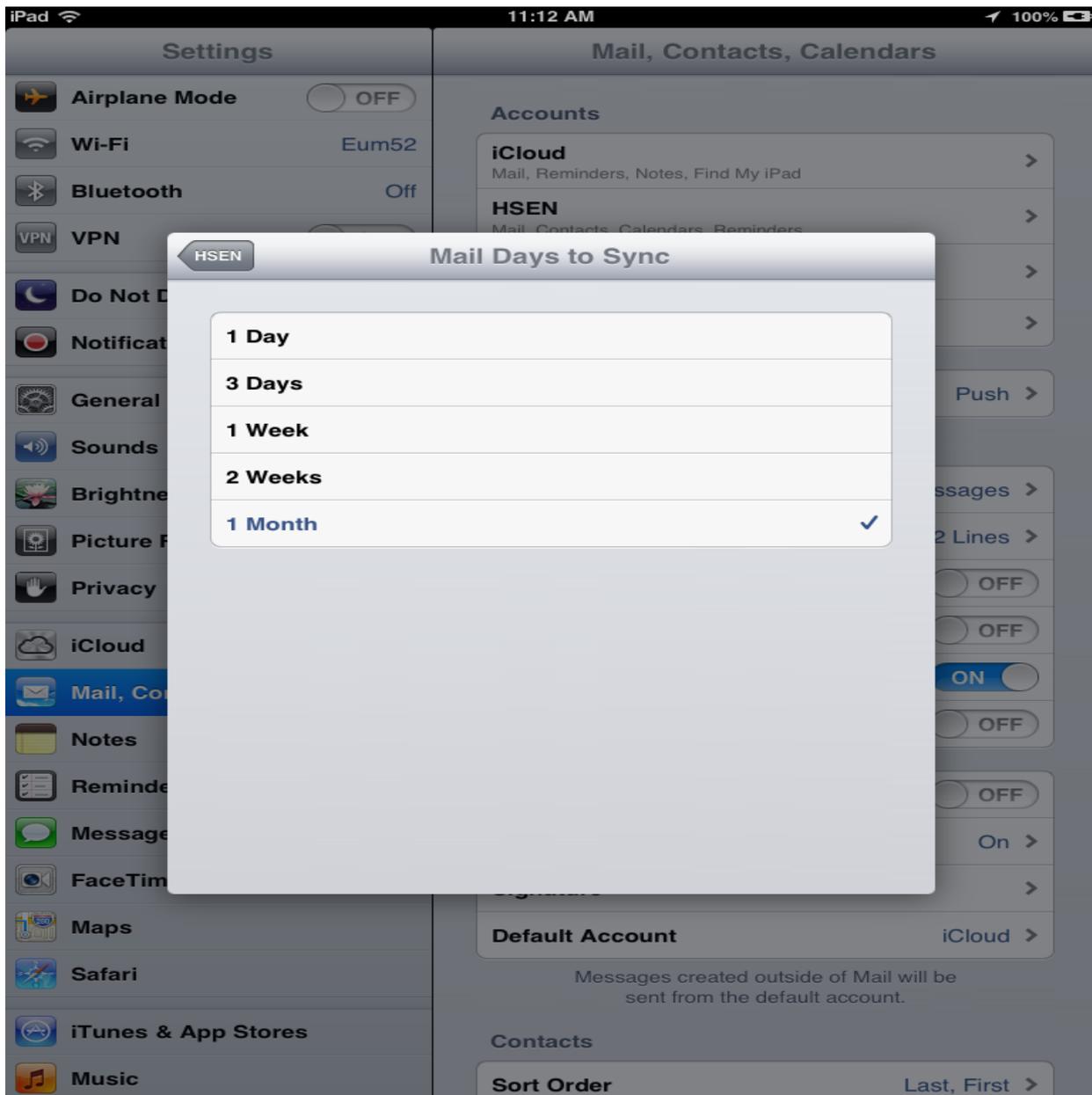
You are now all set up.

If you open your mail settings again by touching your account you just set up after finishing the setup you will be presented with the options as shown below.

You can choose how many days you would like of your Outlook to be synced to the iPad



By touching Mail Days to Sync you will be presented with the below choices



When you are done just press the HSEN button and you will be all set.

If you have questions or concerns contact ocfs.dl.it.eum52