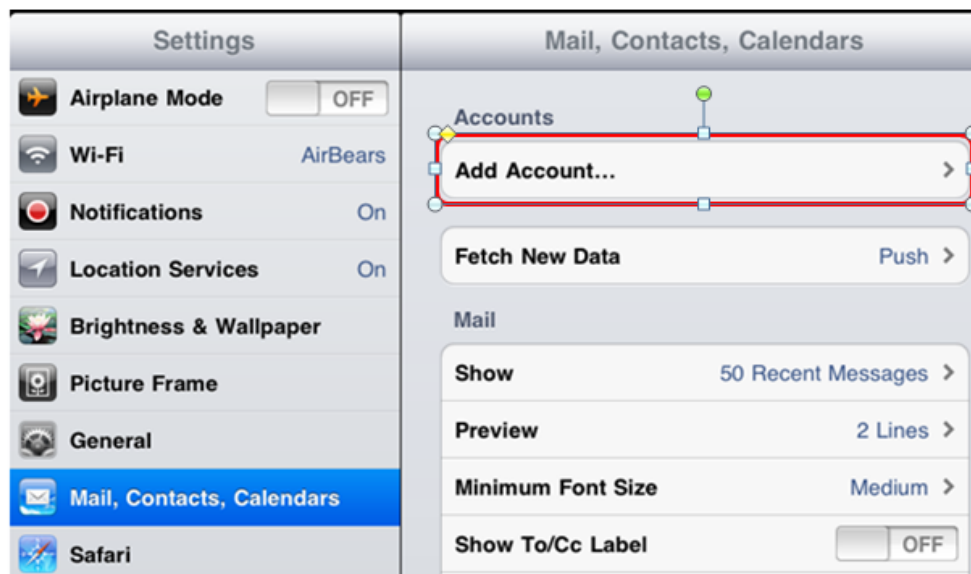


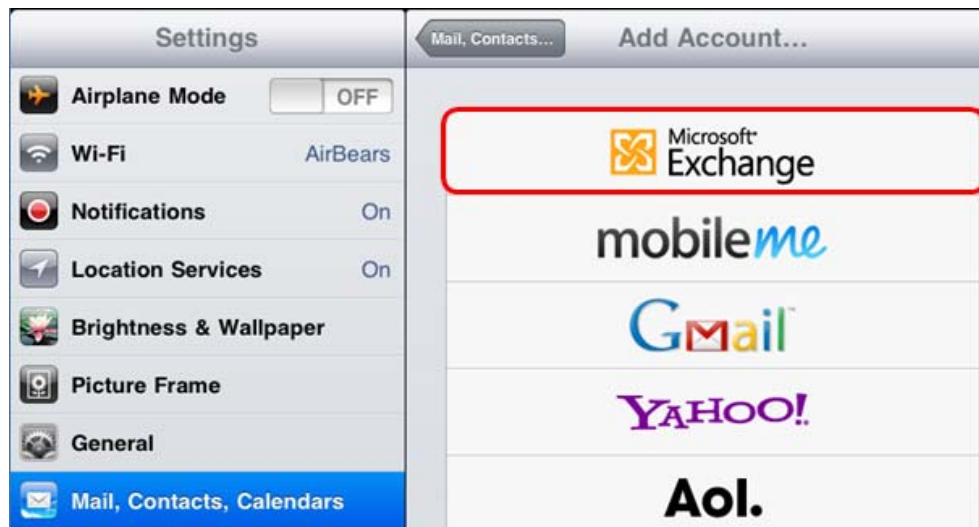
## How do I configure Haas Exchange E-mail on my iPad?

**NOTE:** This document is for iPad version 4.3.3 (all features might not work on version 3.0)

Step	Procedure
1	Please select the <b>"Settings"</b> icon from your homepage, then go to <b>"Mail, Contacts, Calendars"</b> and select the <b>"Add Account..."</b> as shown below.



Step	Procedure
2	Select the <b>"Microsoft Exchange"</b> button.



Step	Procedure
3	<p>Please fill in the following fields with your <b>Haas Credentials</b> as shown below. Tap the “<b>Next</b>” button when finished.</p> <p><b>NOTE:</b> You will need to place “<b>@haas.berkeley.edu</b>” after your username.</p>



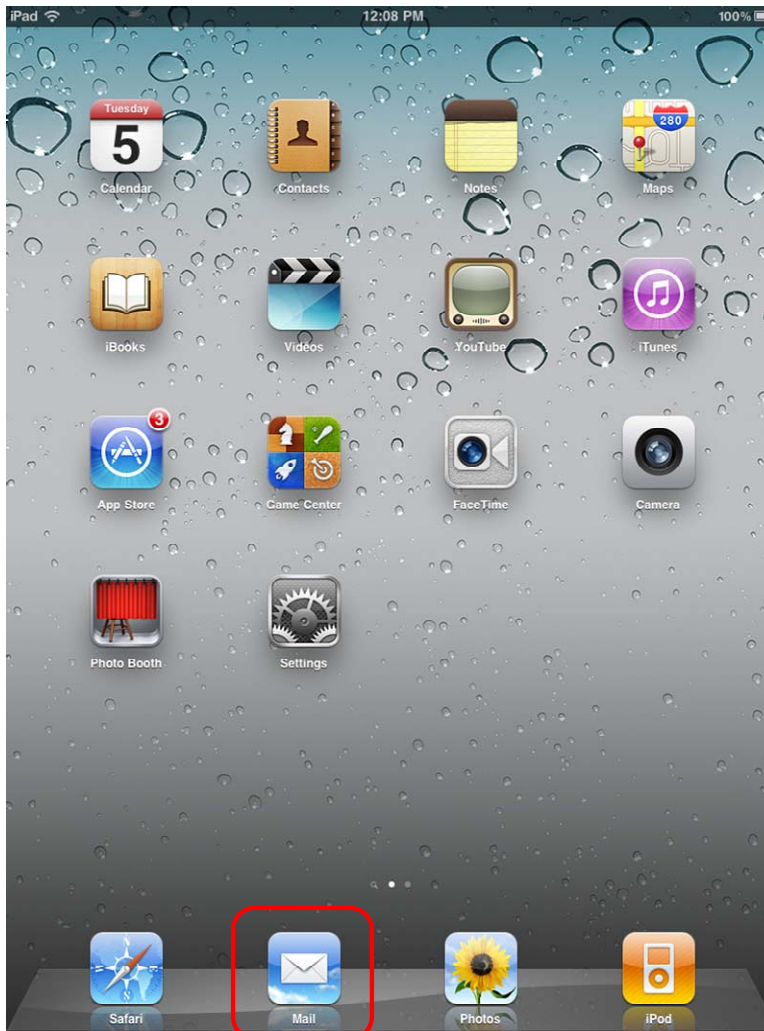
Step	Procedure
4	<p>Please make sure that the “<b>Server</b>” text box displays: “<b>mail.haas.berkeley.edu</b>”, then tap the “<b>Next</b>” button. This should automatically be filled in, but please type it in if it’s not automatically picked up.</p>



Step	Procedure
5	Select the Objects you would like to sync with your Exchange Account, and tap the <b>“Save”</b> button.



Step	Procedure
6	You are finished! Your Haas Exchange Account should now be added. You can now select the <b>“Mail”</b> icon from your Home Page and check your Haas E-mail. Your mail folders should be on the left and your messages on the right, especially if you hold your iPad horizontally.



Step	Procedure
7	If you would like to see messages further than 3 days in the past, you will need to go to <b>“Settings &gt; Mail, Contacts, Calendars.”</b> Then <b>Select</b> your <b>“Haas”</b> email account and go to <b>Mail Days to Sync</b> as shown below.



Step	Procedure
8	<p>You can select <b>"No Limit"</b> if you would like to sync all emails, or choose one of the other options. One thing to consider is the amount of space you have on your iPad, and the size of your mail folders or account and make sure you have enough space to accommodate all your mail.</p> <p>Another option to consider is the <b>"Mail Folders to Push"</b>. Here you can select what mail folders to sync (or not) to your iPad.</p>

