Prior to starting the email set up, please make sure that you are either NOT CONNECTED TO WIFI and

1. Open Settings
2. Select MAIL CONTACT and CALENDARS
   a. Select ADD ACCOUNT from the Accounts Section
   b. Select EXCHANGE account
      i. Email box: type your full GOODWIN email address: i.e. FirstInitialLASTNAME@GOODWIN.EDU
      ii. Password box: Type in your CURRENT NETWORK PASSWORD
      iii. Description box: GOODWIN
      iv. Select NEXT on top right corner of the screen
   c. A screen will appear for further settings:
      i. Server box   TYPE IN: webmail.goodwin.edu
      ii. Domain   GOODWINCOLLEGE.ORG
      iii. USER: FirstInitialLASTNAME
      iv. Password   CURRENT NETWORK PASSWORD
      v. Click SAVE on top RIGHT corner and you are ALL SET