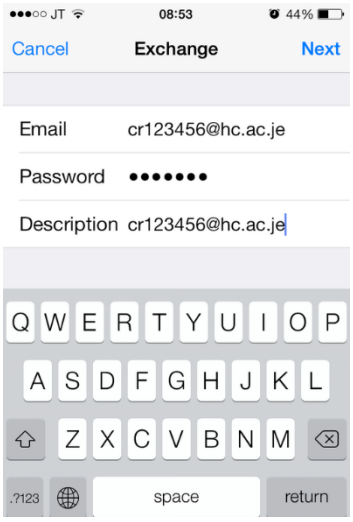
How to setup college email on your iPhone/iPad

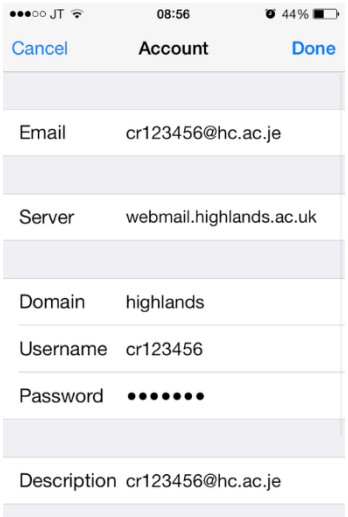
1. On your iPhone/iPad
Go to
Settings
Mail, Contacts, Calendars
Click “Add Account”
Select Exchange



2. Exchange Details
Type in your college email address and network password.

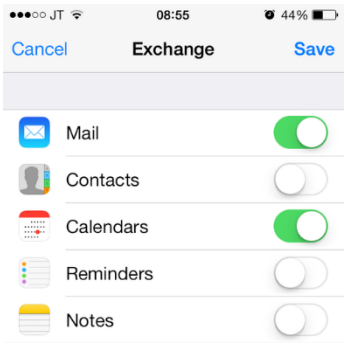
Note:
Staff email addresses end in @highlands.ac.uk
HC Student email address end in @hc.ac.je
UC Student email address end in @uc.ac.je

Press Next

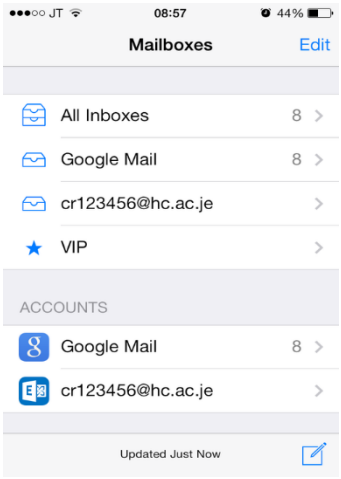


3. Additional Exchange settings
in the next screen add the following:
Server: webmail.highlands.ac.uk
Domain: Highlands
Username: Your college username i.e. cr123456
Press Next

4. Select what you wish to sync
Once you select what you wish to sync, press save.



5. All done!
Your college email is now viewable in the inbuilt mail app



How to set up college email on your Android device

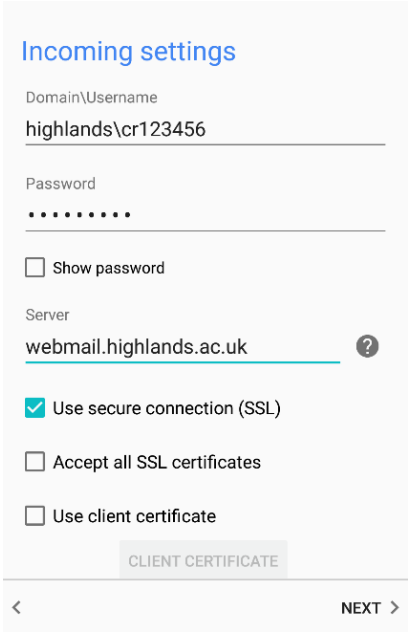
1. Go onto your android device

Go onto setting
Go to the personal tab and select accounts
Select the add account option
Select email

2. Email Details

Type in your email address and press next

Note:
Staff email addresses end in @highlands.ac.uk
HC Student email address end in @hc.ac.je
UC Student email address end in @uc.ac.je
Type in your password and press next
In account type Select active exchange ActiveSync option
You will be asked to allow the app some permissions on your phone so press allow

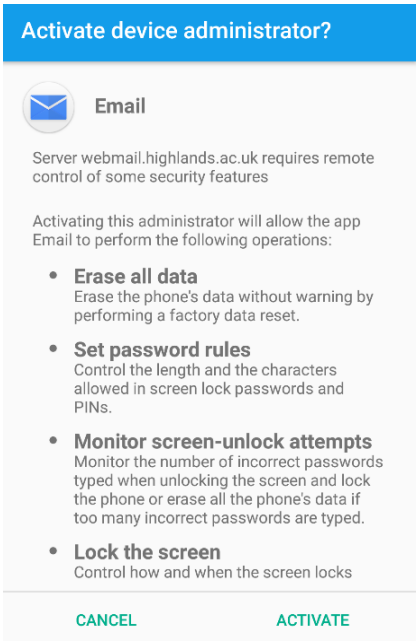


3. On incoming settings

Change the domain\username option to highlands\ your college username e.g. highlands\cr123456
Change the server to webmail.highlands.ac.uk then press next
If the remote security option comes up press okay

Additional Settings

Select the sync option you want.
Select if you want a sound to play when you receive a notification
Select an account name if you want
Press finish setup
Press accept on Activate Device Administrator.



(You have to activate this or it won't work. Don't worry about the security control features. This is common for all devices that connect to a work or school email account.)

Once done you are ready to receive college emails on your mobile device.

This option sets up the account on the inbuilt email app on your device. It is possible to use a third party option using Gmail or Outlook following similar steps.