

## 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



space

return

.?123 🌐

## 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

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Cancel	Account	Done
Email	cr123456@hc.a	ac.je
Server	webmail.highlar	nds.ac.uk
Domain	highlands	
Username	cr123456	
Password	•••••	

Description cr123456@hc.ac.je



### 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



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S	All Inboxes		8	>
	Google Mail		8	>
	cr123456@hc.ac.je			>
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# 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

Incomin	g settings	
Domain\User	name	
highlands	cr123456	
Decoverd		
Password		
Show pas	sword	
Server		
webmail.highlands.ac.uk		?
🗹 Use sec	ure connection (SSL)	
Accept a	all SSL certificates	
Use clier	nt certificate	
	CLIENT CERTIFICATE	
		NEXT



### **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.

#### Activate device administrator?



Server webmail.highlands.ac.uk requires remote control of some security features

Activating this administrator will allow the app Email to perform the following operations:

- Erase all data Erase the phone's data without warning by performing a factory data reset.
- Set password rules Control the length and the characters allowed in screen lock passwords and PINs.
- Monitor screen-unlock attempts Monitor the number of incorrect passwords typed when unlocking the screen and lock the phone or erase all the phone's data if too many incorrect passwords are typed.
- Lock the screen
  Control how and when the screen locks

CANCEL

ACTIVATE