

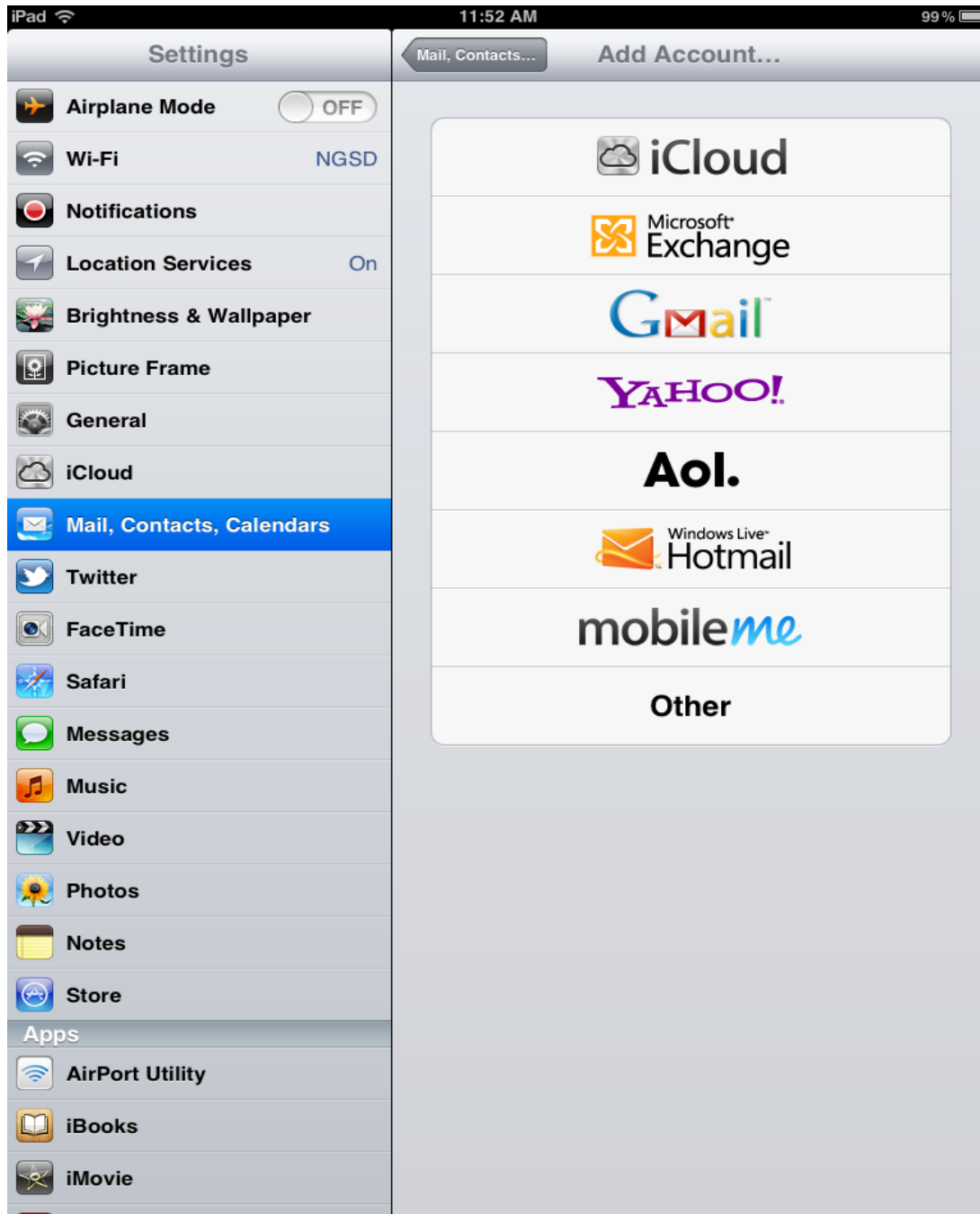
# Apple iPad Email Setup Instructions

Step 1:

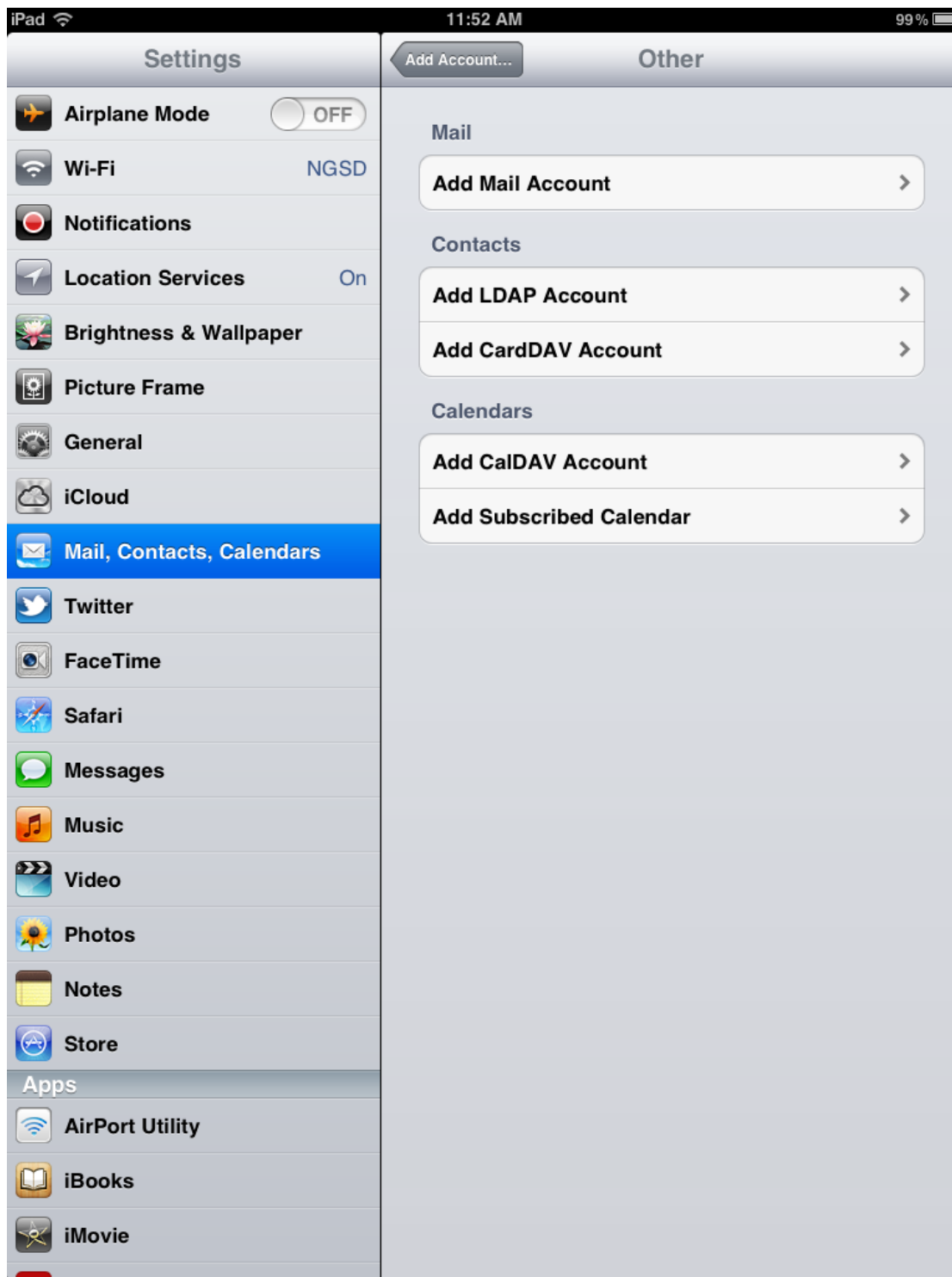
On the iPad, go to the Home screen and open Settings.

Open Mail, Contacts, Calendars.

Open Add Account then select Other.



Step 2:  
Select **Add Mail Account**.



Step 3:

In the New Account screen, enter the following information:

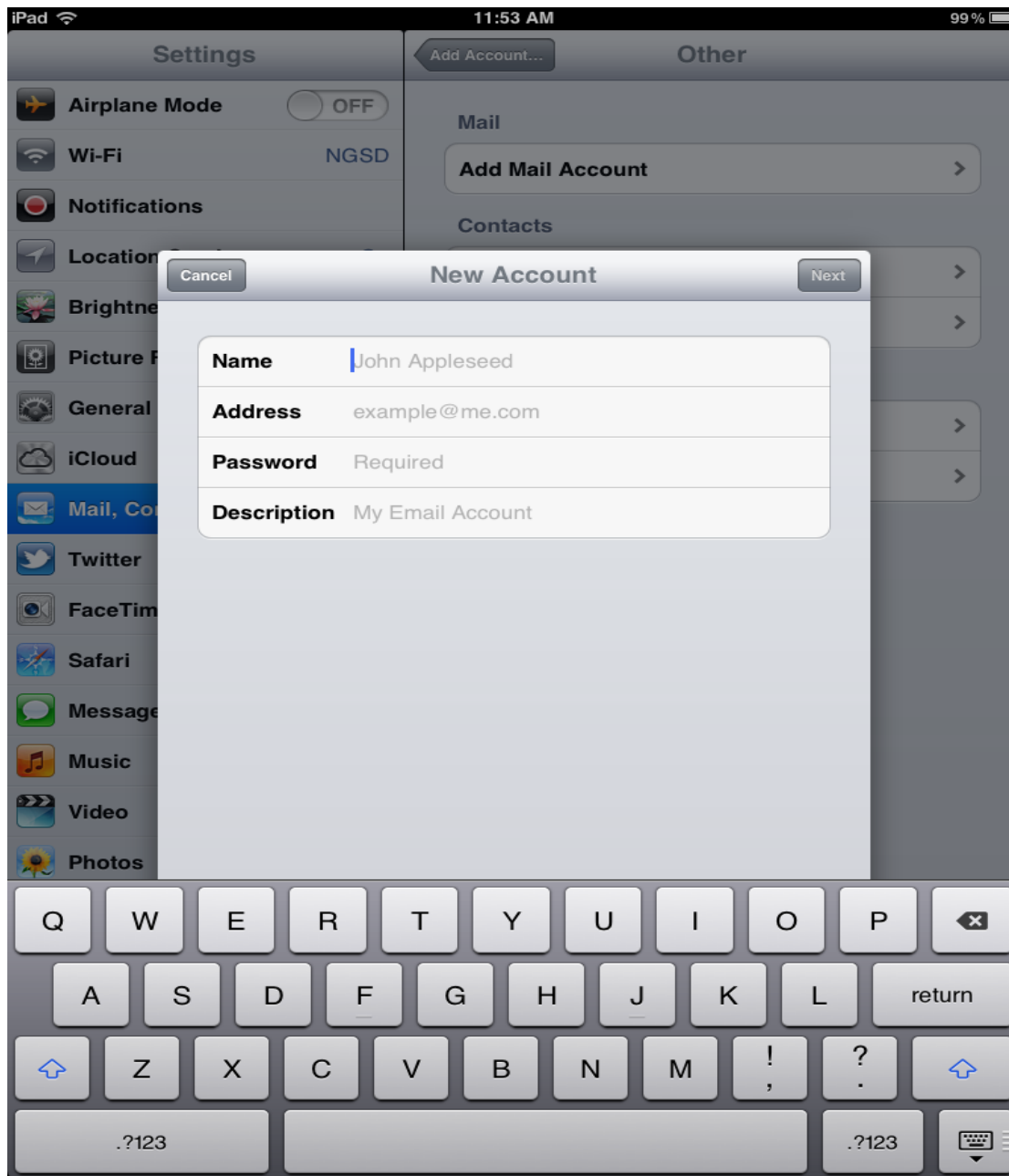
**Name:** Your full name.

**Address:** Your full email address.

**Password:** Your password.

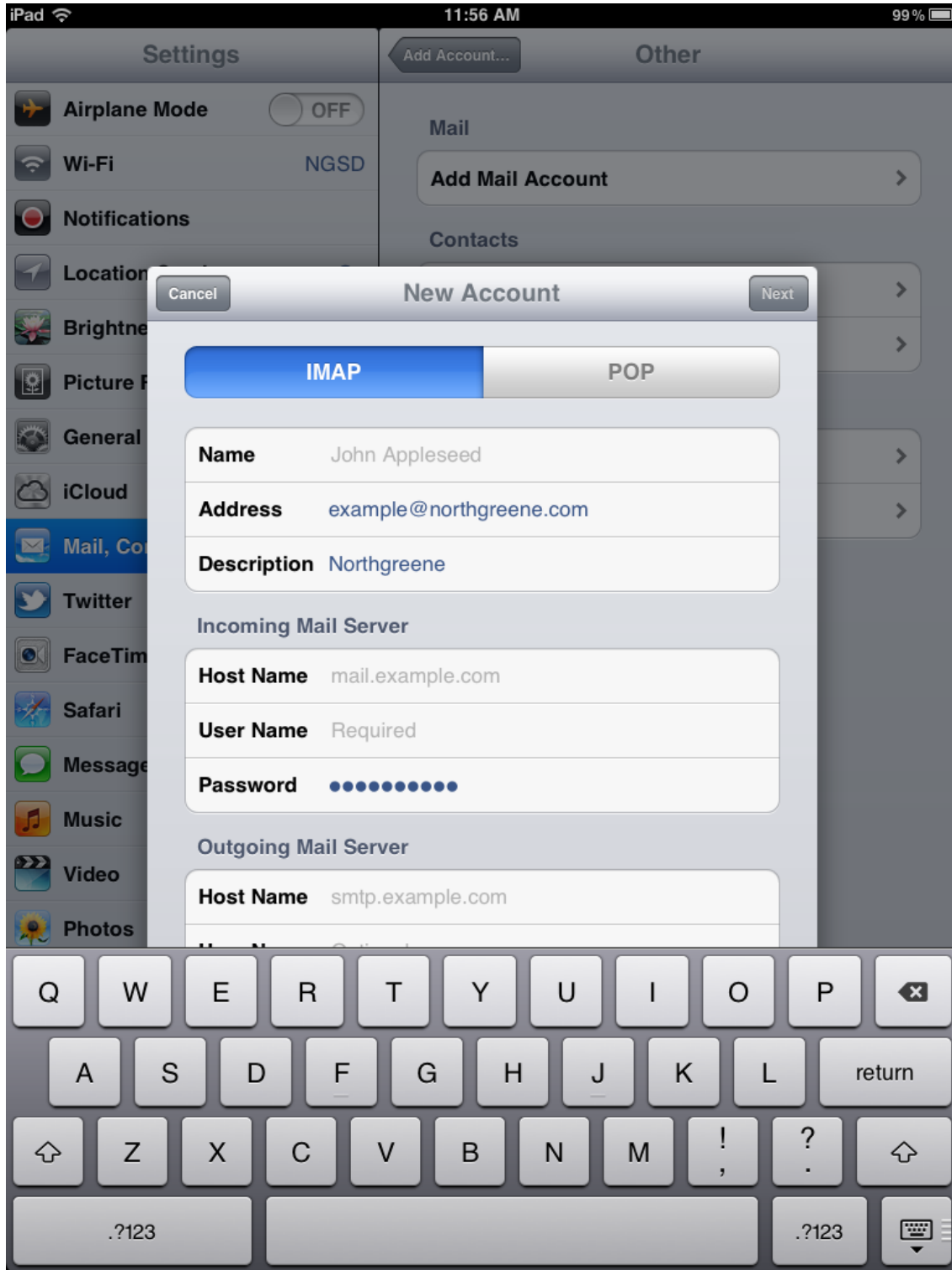
**Description:** You may change this description to whatever you prefer; for example, "Work Email"

Select Next.



Step 4:

In this screen, make sure that the server type selected at the top is IMAP, rather than POP, and that the name and address are listed properly



Step 5:

Under **Incoming Mail Server**, please enter the following information:

**Host Name:** Enter **mail.northgreene.com**.

**User Name:** Your user name.

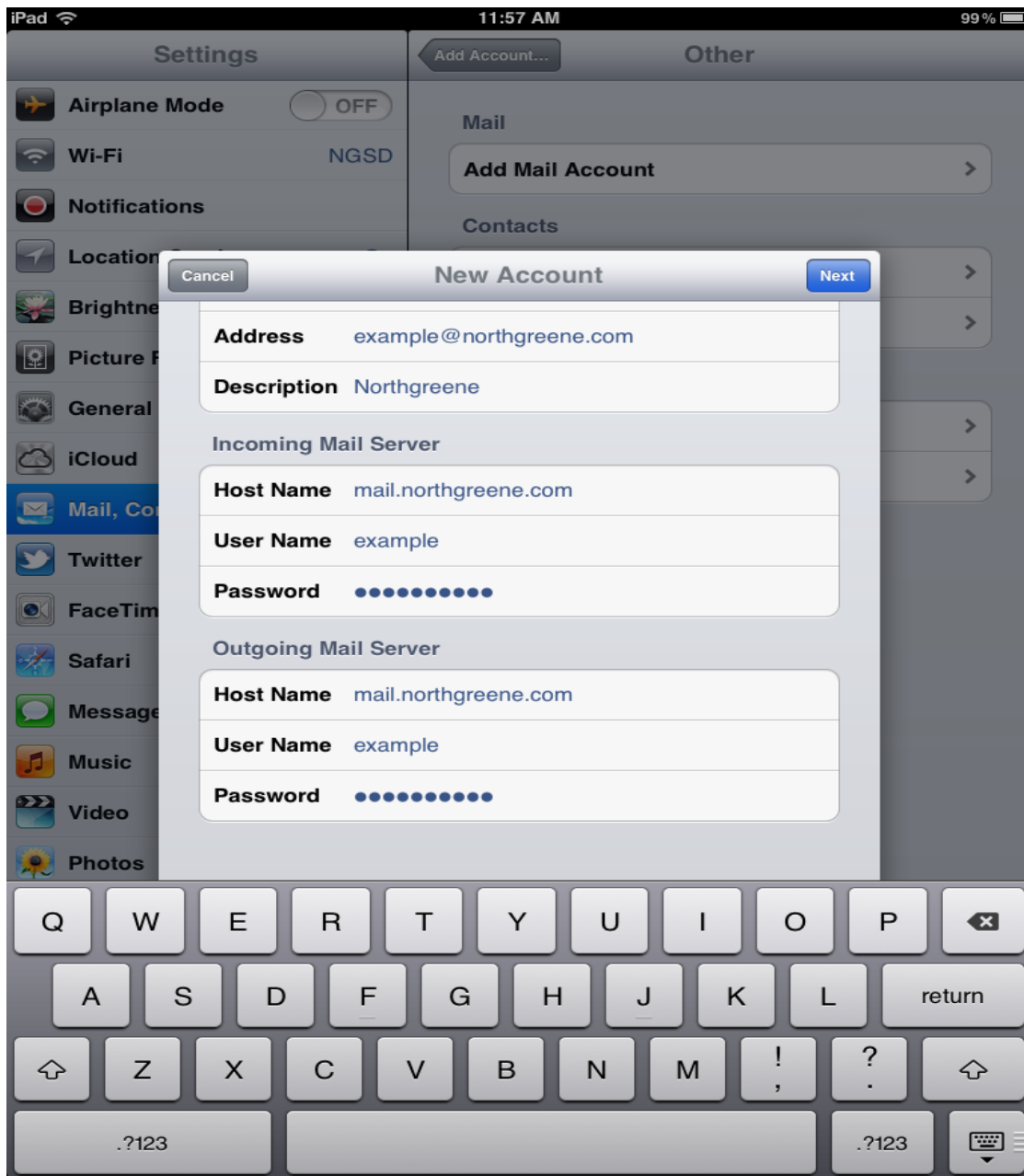
**Password:** Your password.

Under **Outgoing Mail Server**, enter:

Host Name: Enter **mail.northgreene.com**

User Name: Your user name.

**Password:** Your password.

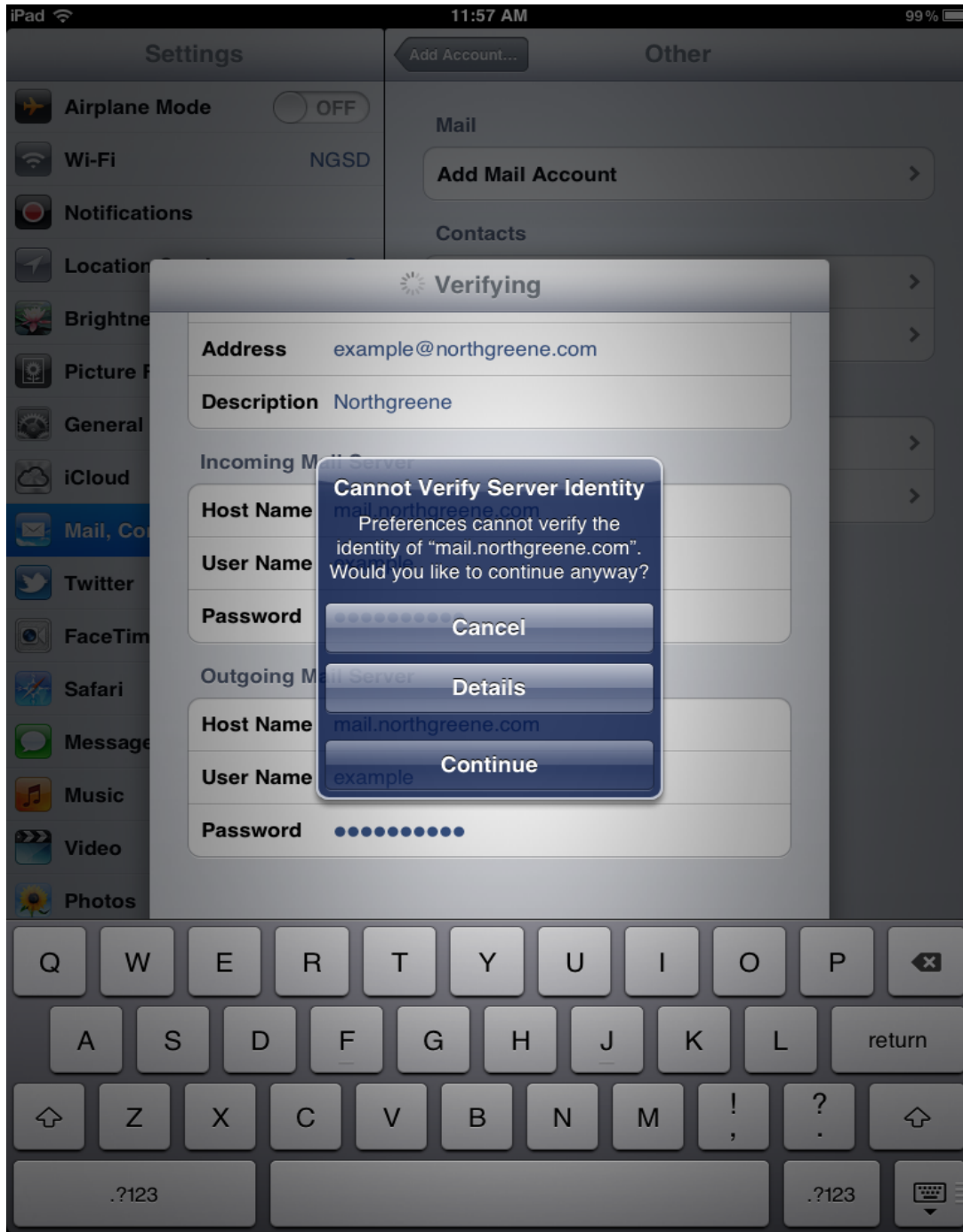


Step 6:

Select the **Next** button at the the top of the screen.

You will get a message that says Cannot Verify Server Identity

Select **Continue**



Step 7:

With the Mail switch turned **ON**, press the **Save** button at the top of the screen.

Your email is now setup and ready to use!

