

In order to receive notifications for Emails on your iPad and iPhone follow the steps below:

1. Open the Settings app
2. Scroll down and tap the Mail option (Note: In newer versions of iOS you will need to scroll down to the "Apps" section then to mail)
3. Tap on Notifications
4. Scroll down and tap on Customize Notifications
5. Tap on the top Accounts option. Note: It may differ between the devices what the name of the account is but most will be named either Exchange or mywinterhaven
6. Turn on the Alerts option.

Optional: Tap on sounds and select a sound to play when notifications come through. By default the sound option is set to none which will not play any sound when email notifications come through.

Video Tutorial of this at <https://youtu.be/LTnIJvYJbK8>