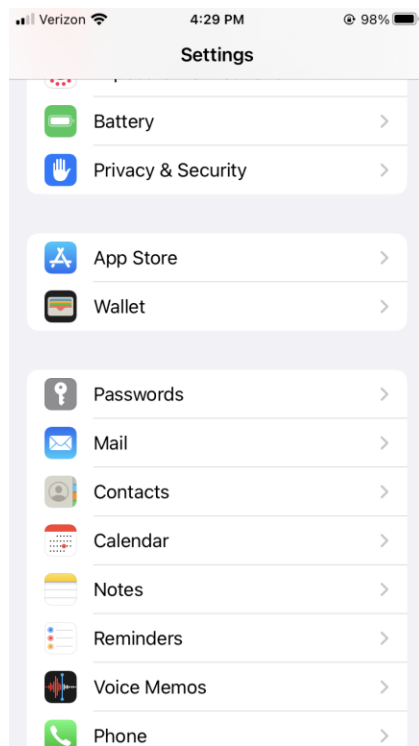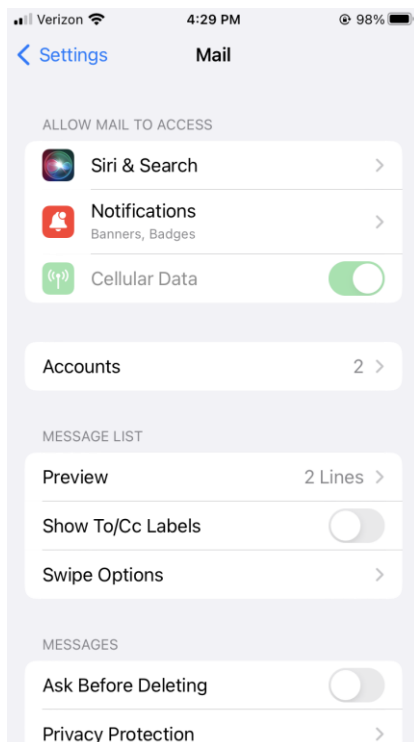# Add City Email to iOS Device

In order to add your City email to an iOS device first open up the settings app. Next scroll down to the mail section and tap on it. **Note: On newer versions of iOS you will need to open the settings app then scroll down to the "Apps" section then the Mail section will be under that.**
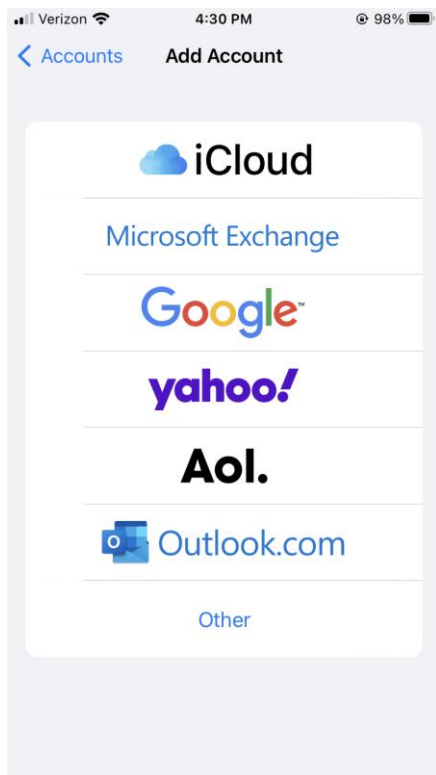

On the next screen click on Accounts

Once inside of Accounts click on "Add Account"
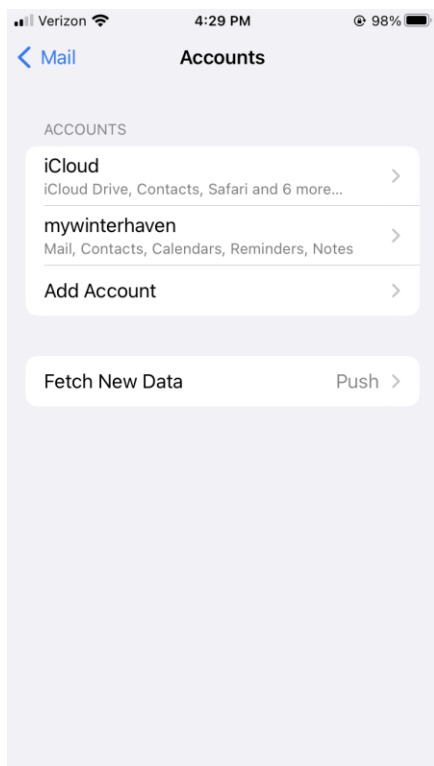
There should now be a list of different email providers. We will want to choose the "Microsoft Exchange" option. Note: Do not choose outlook.com that option will NOT work.

Next type in your email for the email section then for description you can type in anything you want. This will be the label given for the mailbox in the mail app on your iPhone/iPad. Then click Next in the top right. A pop up should come up asking if you want to configure manually or sign in. Click on the "Configure Manually" button.
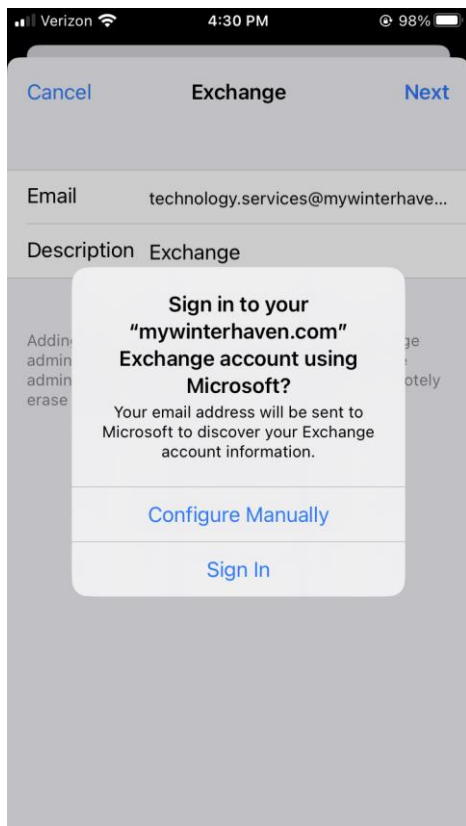
The password field should now show up under your email. You will want to type your email password into that field. This is the same password that you use when logging in to a city computer. Then hit next on the top right hand corner of the screen. There should now be multiple fields that show up. In the server tab type in the address "mymail.mywinterhaven.com" without the quotation marks. For domain type in "mywinterhaven.com" without the quotations marks and for username type in the beginning of your email without the @mywinterhaven.com. For example if my email is jdoe@mywinterhaven.com I would type in jdoe into the username field. For password type in your email password and then hit next in the top right hand corner of the screen.

If all is typed in correctly, blue check marks should show up beside each field and it should take you to a new screen asking what it is you want to sync. Leave everything turned on and then hit the Done button in the top right hand corner of the screen.

Your email is now setup on your device, you can now open the email app and drag down to begin syncing emails.

Not all Emails are Syncing

iOS devices normally default to only syncing one month of your emails. If you would like to change this go back to the Accounts section in the mail section of the settings app and click on the description that you set for the account. There will be an option called "Mail Days to Sync" tap on that option then select the limit you would like. If you want it to sync all your emails to your phone select the "No Limit" option.