
Scope

1. Tap the **E-mail** icon on the Quick Launch.
2. Enter your full **Wesley e-mail address**
Note: If you have already set up an e-mail account and want to add another one, tap the E-mail applications menu > Preferences & Accounts > Scroll Down > Add an Account, before following these instructions.
3. Tap the **Password** field and type in the corresponding password.
4. Tap Sign In.
5. Tap the **MAIL TYPE** field then tap **Exchange (EAS)**.
6. Verify the information in the other fields and change the info as follows:
 - **Incoming Mail Server:** <https://webmail.wesley.edu>
 - **Domain:** Wesley
 - **Username:** Your Wesley Username
 - **Password:** Your Wesley Password
7. Once the information is complete, tap Sign In.
8. Once setup is complete, you can exit the application by first pressing the Center button.
9. Click the animated arrow to simulate throwing the card off the top of the screen, to close the application.