1. Go to settings and Add account.

2. Select Corporate or Microsoft Exchange Active Sync.

3. Type in your HPU email address and password.

4. Retrieving the account information might take a few minutes.

5. If you get the message that it couldn’t finish, type in the server settings in the next step.

6. Type hputx\ in front of your user name and webmail.hputx.edu for the server. Check both boxes.

7. Click OK to the security warning.

8. Activate the device administrator.

9. You can change the preferences here to your liking or just accept all the defaults.

10. Give the account a friendly name. This will appear on the list of email accounts you can check.