

# iPhone/iPad

1. From the Home Screen, **tap Settings > Mail > Accounts**
2. Under the **Accounts** section, click **Add Account**.

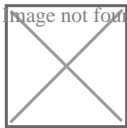


3. Tap **Exchange**.



4. Enter your email address and click **Next**

- *Note: the 'Description' field is cosmetic and is the label for the email account on your device*



5. Tap **Configure Manually** on the following popup.



6. Fill in the following fields with the details below then click **Next**:

- **Server:** hex.barweb.com.au
- **Domain:** leave blank
- **Username:** Your full email address
- **Password:** Your password



7. Enable the applications you would like to sync between your email account and iOS device, and click **Save**. Your iPhone/iPad device is now configured to use your email address.



Revision #4

Created Tue, Aug 20, 2019 3:48 AM by [Zachary Cash](#)

Updated Sun, Sep 5, 2021 11:55 PM by [Luke Du](#)