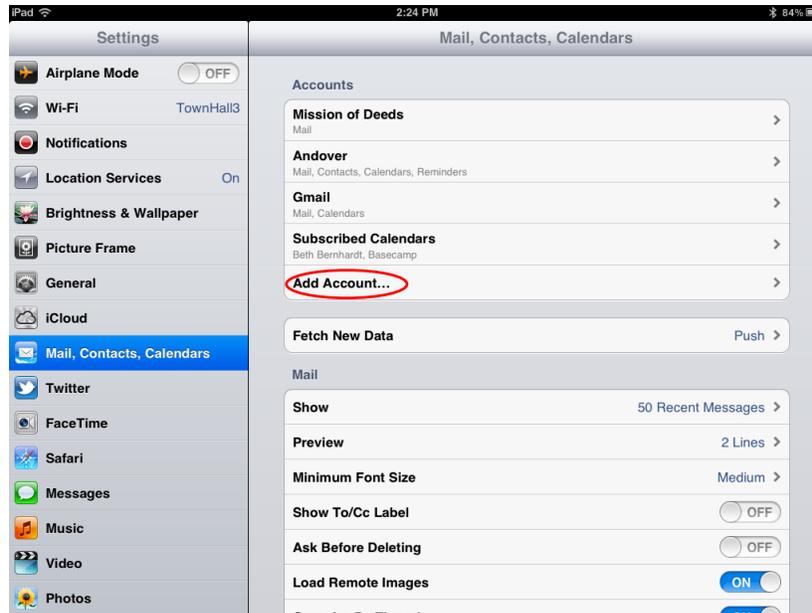
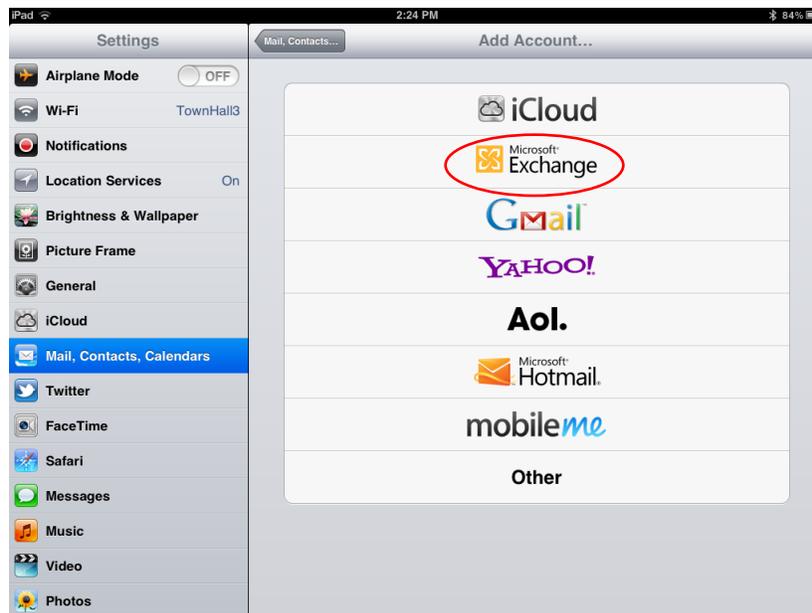


Instructions to access Andover e-mail from a mobile device

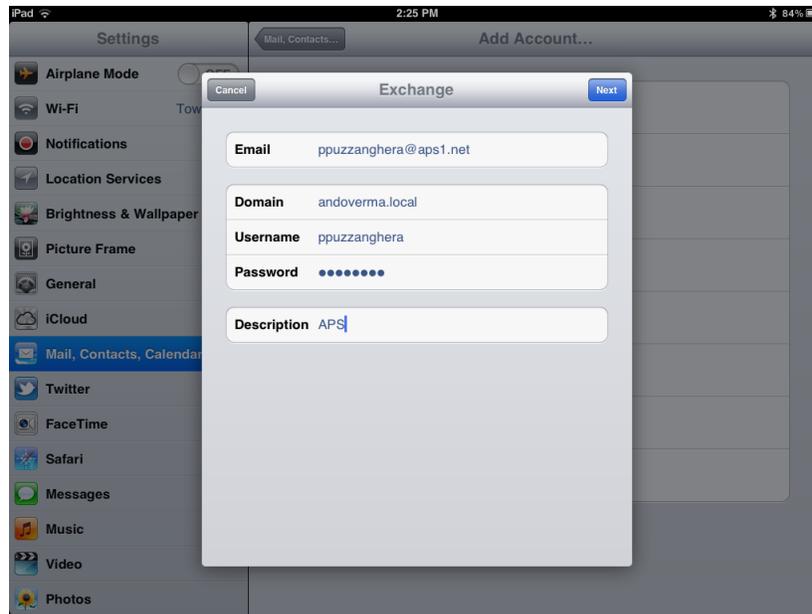
To access your Andover e-mail from an iOS device (iPhone, iPad or iTouch) begin by pressing the [Settings](#) icon on your home screen. Then select the [Mail](#), [Contacts](#), [Calendar](#) settings. Your screen should look something like this:



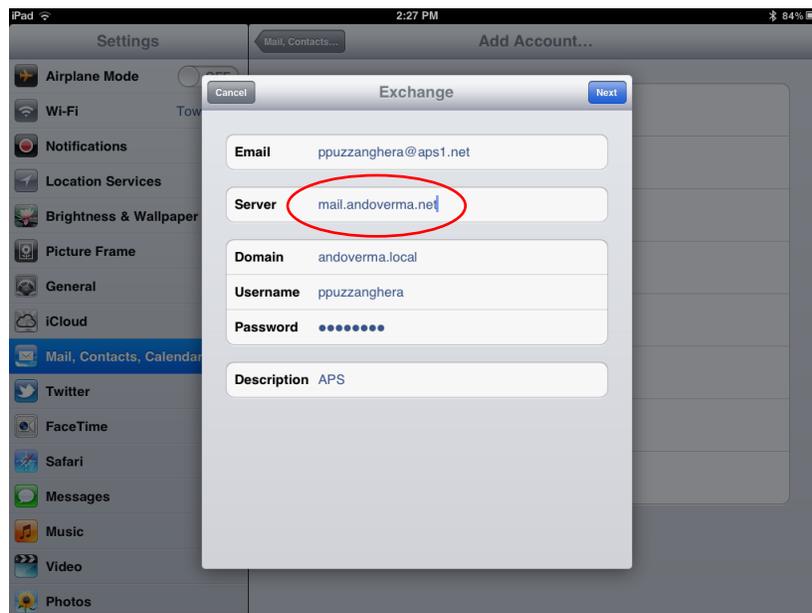
Select the [Add Account ...](#) option. You will then be asked what type of account you wish to create. Select Microsoft Exchange.



You will then be asked for specific information about your account. Type in your email address, your user name and your password (case sensitive). For *Domain* enter andoverma.local. You can give it any description you would like to identify this email account from any others you might be using on your mobile device.



If this is successful you are all done. If you receive an error message that says it cannot locate the server it will come back with an additional screen and prompt you to enter the address of our mail server. Enter the name mail.andoverma.net for the server:



This should complete the setup process for your phone. This process works similarly for Android devices. If you are prompted to *Use Secure Server* check *Yes*.

For further clarifications call 978 623 TECH (8324) or email support@aps1.net