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Overview

You can login to <u>https://mail.terradartacenters.com</u> and clicking the "*Show configuration guides for email clients and smartphones*" link, all of the guides will be personalized with your email address and server name.

Quick start for smartphones:

Android

- 1. Open the Email app.
- 2. If this is your first email account, tap *Add Account*; if not, tap *More* and *Settings* and then *Add account*.
- 3. Select Microsoft Exchange ActiveSync.
- 4. Enter your email address (user_email@your_domain.com) and password.
- 5. Tap Sign in.

Apple iOS

On iOS, Exchange ActiveSync is supported. It has the advantage of supporting push email (i.e. you are immediately notified of incoming messages), but has some limitations, e.g. it does not support more than three email addresses per contact in your address book. Follow the steps below if you decide to use Exchange instead.

- 1. Open the *Settings* app, tap *Mail*, tap *Accounts*, tap *Add Account*, select *Exchange*.
- 2. Enter your email address (user_email@your_domain.com) and tap Next.
- 3. Enter your password, tap Next again.
- 4. Finally, tap Save.