Please note that any device linked to the town's email system can not only be remotely wiped, but it will automatically be wiped if the PIN is entered wrong too many times.

Access the "add [email] account" function on your personal cell phone, iPad or tablet, and configure the account using the information provided below:

Account type is: **Microsoft Exchange**

Enter your Town email address. E.g. Jane.Public@WestHartfordCT.gov

Enter the password you use to login to your computer at work.

Description: you can leave as "Exchange" or rename to "Work Email," etc.

Server is: **mail.westhartford.org**

Domain is: **westhartford** or **westhartford.org**

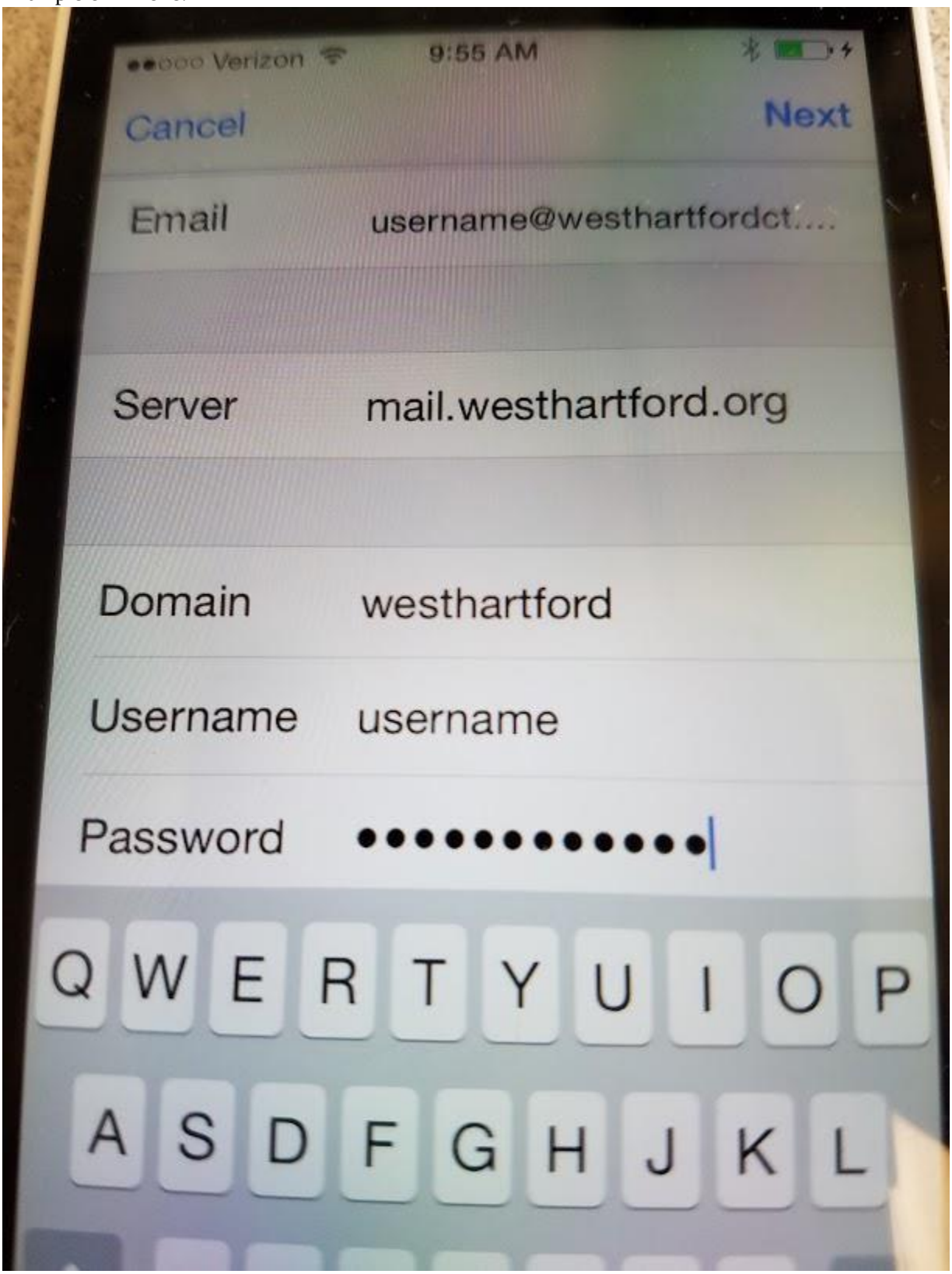
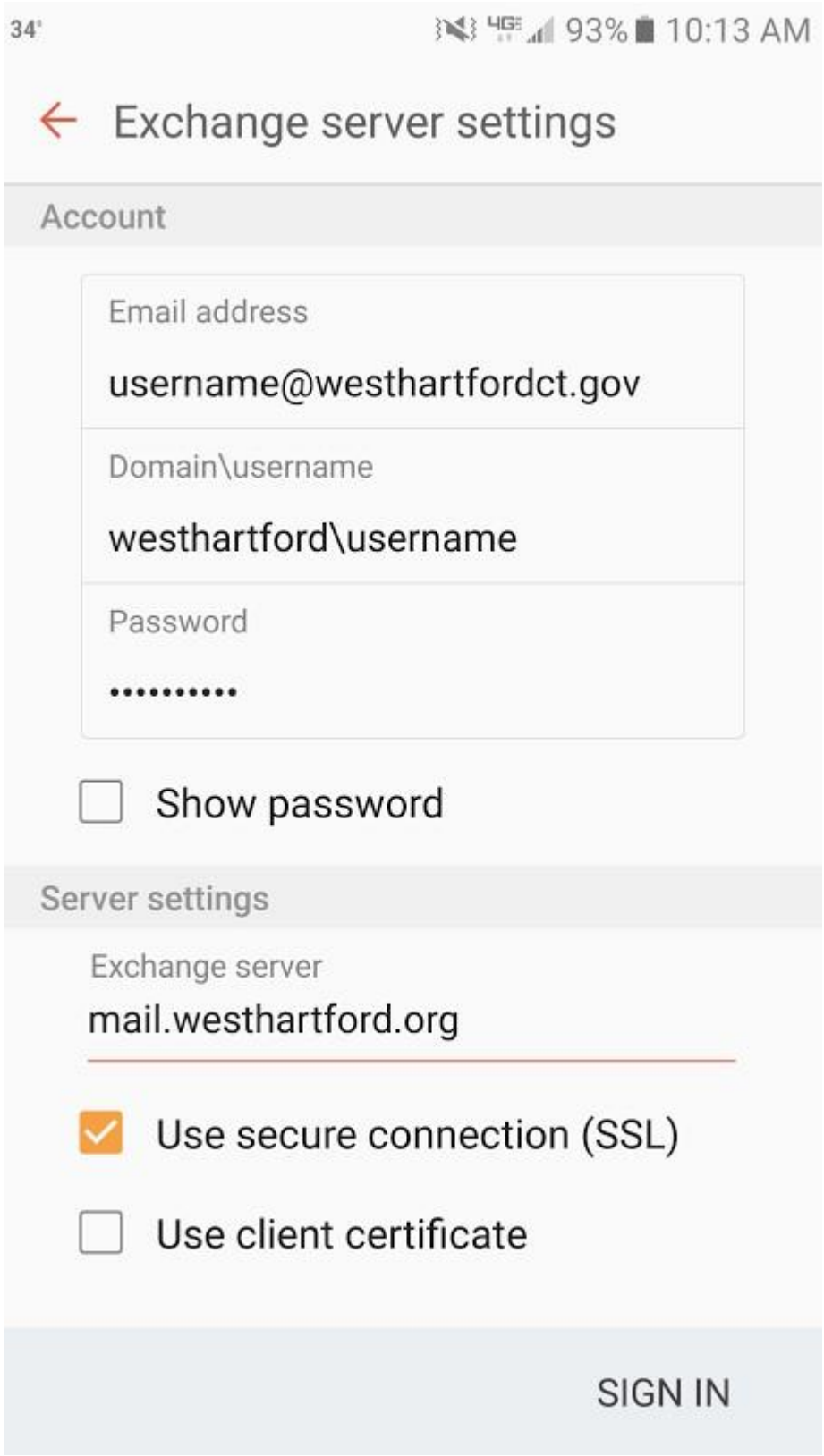
Username: your username when logging to your computer at work.
(Please note, Android users may need to add a \ before username. Ie: \username, or if there is no Domain field, username will be **westhartford\username**).

Enable mail, contacts, calendars, reminders as appropriate.

You will be prompted to create a PIN that is at least 4 digits long.

Email will begin to filter in.

Example on iPhone:



Example on Android: