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:

a Killing	••oco Verizon 🖘 Cancel	9:55 AM * Contract Next	
	Email	username@westhartfordct	
	Server	mail.westhartford.org	
r r	Domain	westhartford	
	Username	username	
	Password	••••••	
QWERTYUIOP			
ASDFGHJKL			

Example on Android:

34°	3 4 93% 🖿 10:13 AM	
÷	Exchange server settings	
Aco	count	
	Email address username@westhartfordct.gov	
	Domain\username westhartford\username	
	Password	
[Show password	
Ser	ver settings	
	Exchange server mail.westhartford.org	
Use secure connection (SSL)		
[Use client certificate	
	SIGN IN	