

Efficient Home Email Account Setup Instructions

- 1) iPhone / iPad
 - a. Select “Settings”, “Mail, Contacts, Calendars”, “Add Account...”
 - b. Select “Microsoft Exchange”
 - c. Enter your email address xxxxx@efficienthomellc.com
 - d. Enter your email/network password
 - e. Enter a description if desired (“EH Email”, “Don’t Use For Porn”, etc.)
 - f. Click “Next”. It will attempt to verify the account, and likely fail. When it stops trying, fill in the following info:
 - i. Server: mail.efficienthomellc.com
 - ii. Domain: efficienthome.local
 - iii. User Name: <your network user name, usually first initial+last name>
 - iv. Password: <your network password>
 - v. Use SSL: turn “ON”
 - vi. S/MIME: turn “ON” (if you want to embed images in emails)
 - vii. Sign: “no”
 - viii. Click “next”. The account should now be set up.
- 2) Android devices
 - a. Go to “Settings”, scroll down to “+ Add account”
 - b. Select “Corporate”
 - c. Enter your email address (<your 1st initial & last name>@efficienthomellc.com)
 - d. Enter your email password
 - e. If you want this to be your primary email account on this device, check the “Send email from this account by default” check box
 - f. Tap “Next”
 - g. Check or uncheck the various options as you wish.
 - h. Tap “Done”
 - i. Assign a name for this email account that you can recognize.