How to Setup Otis Email on Your Palm Pre
STEP ONE

To configure Otis Email on your Palm Pre, tap the “mail” icon.
STEP TWO

- Tap “Email” in the upper left-hand corner.
STEP THREE

Tap “Preferences & Accounts”
STEP FOUR

Tap “Add An Account”
STEP FIVE
Tap “Manual Setup”
**STEP SIX**

Tap the “MAIL TYPE” field, a drop down menu appears. Choose “Exchange (EAS)” from the menu options.
STEP SEVEN

Enter your information and server information in the corresponding fields.

• Email Address – username @otis.edu
• Server Name – activesync.otis.edu
• Domain – otis.edu
• Username – Your Otis username.
• Password – Your Otis network password.
• Tap “Sign In”

You have now added Otis email to your Palm Pre, Congratulations!

Note
Password field and Sign In button are not shown in this image.