

To set up Apple Mail to the Town of Westford Email

From your home screen open Settings, swipe down and search for **Mail** at the top.

Open the blue Mail by tapping.

Tap Mail Accounts

Tap the Current Town email. If you don't already have a town email skip ahead two steps to where you add an account.

Tap Delete Account

Tap Delete from My iPhone

[Add Account] You will be returned to the Mail Accounts form, tap Add Account.

Tap Microsoft Exchange

Enter your phones passcode.

Enter your town email address, optionally change the Default "Exchange" to Town of Westford or similar. Double check your email address and Tap Continue.

Depending on your iPhones experience you may be prompted for a password or to choose a multi factor account. Enter the password or Choose the appropriate account.

Optionally turn off Contacts, Calendars, Reminders and Notes, then tap Save.

Close Settings, open Apple Mail. Your account should be on the bottom.

Screen Shots Follow:

10:13

97

Mail Cancel

iCloud Mail  
Apple Account → iCloud

Mail  
Apps

Go to settings for Yahoo! Mail  
Apps → Contacts → Contacts Accounts → Yahoo! Mail

Always Bcc Myself  
Apps → Mail

Complete Threads  
Apps → Mail

Organize by Thread  
Apps → Mail

Show To/Cc Labels  
Apps → Mail

Ask Before Deleting  
Apps → Mail



10:13

96

< Apps



## Mail

Add or remove accounts, manage Siri & Search, and customize how your mail appears and works.

[Learn more...](#)

Mail Accounts

12 >

### ALLOW MAIL TO ACCESS



Apple Intelligence & Siri >



Search >



Notifications >

Banners, Badges



Cellular Data



Default Mail App

Mail >

### MESSAGE LIST

Summarize Message Previews



Show To/Cc Labels



Preview



2 Lines >

10:13

96

< Mail

## Mail Accounts

### ACCOUNTS

iCloud >

iCloud Drive, Contacts, Calendars, Reminders and 4 more...

Town >

Mail, Contacts, Calendars, Reminders, Notes

billy@ambulance@gmail.com >

Mail

winchekrivers@gmail.com >

Mail

Onsil >

Mail

woodstocksandplantsandstuff@gmail.com >

Mail

westcedhealthcheck@gmail.com >

Mail

Yahoo! Mail >

Mail

Subscribed Calendars >

Fire 1, Calendar, Fire 2, Tech department absences

Add Account >

Fetch New Data

Push >

10:14

96

< Accounts

Town

EXCHANGE

Label Town

-  Mail
-  Contacts
-  Calendars
-  Reminders
-  Notes

Mail Days to Sync 1 Month >

Automatic Reply Off >

Account Settings >

Delete Account

10:14

96

< Accounts

Town

EXCHANGE

Label Town

-  Mail
-  Contacts
-  Calendars
-  Reminders
-  Notes

Mail Days to Sync 1 Month >

Automatic Reply Off >

Delete Account

Deleting this account will remove its calendars, reminders, notes and contacts from your iPhone.

Delete from My iPhone

Cancel

10:15

96

< Mail

## Mail Accounts

### ACCOUNTS

iCloud

iCloud Drive, Contacts, Calendars, Reminders and 4 more... >

b...@gmail.com >

Mail

w...@gmail.com >

Mail

Gmail >

Mail

w...@gmail.com >

Mail

w...@gmail.com >

Mail

Yahoo! Mail >

Mail

Subscri... Calen... >

Fire 1, Calen... Fire 2... department... addresses

Add Account >

Fetch New Data

Push >

10:16

96

< Accounts

Add Account

 iCloud

Microsoft Exchange





**Aol.**

 Outlook.com

Other

10:16

96

## Enter iPhone Passcode

Authentication is required before you can add an Exchange account.

○ ○ ○ ○ ○ ○

1	2 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PQRS	8 TUV	9 WXYZ
	0	

Cancel



10:19

95

Email swirch@westfordma.gov

Description Town of westford

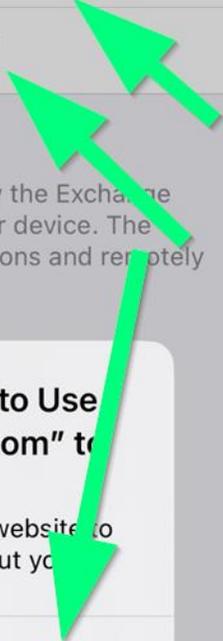
Adding an Exchange account will allow the Exchange administrator to remotely manage your device. The administrator can add/remove restrictions and remotely erase your device.

**"Settings" Wants to Use  
"microsoftonline.com" to  
Sign In**

This allows the app and website to  
share information about you

Cancel

Continue



10:19

95

Cancel login.microsoftonline.com



## Pick an account

This username may be incorrect. Make sure you typed it correctly. Otherwise, contact your admin.



Steve Wirch  
swirch@westford-ma.gov  
Signed in



swirchn@westford-ma.gov



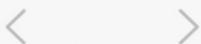
swirch@westfordma.gov



Use another account

Back

Terms of use Privacy & cookies ...



10:19

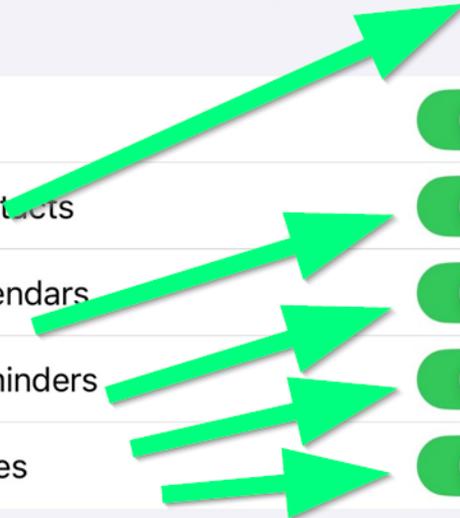
95

Cancel

Town of westford

Save

-  Mail
-  Contacts
-  Calendars
-  Reminders
-  Notes



10:20

95

Edit

# Mailboxes

- All Inboxes 38140 >
- Gmail 28007 >
- Yahoo! Mail 6048 >
- weslockuandp...tuff@gmail.com 80 >
- wichknives@gmail.com 288 >
- billyinwired@gmail.com 6 >
- Town of westford 24 >
- VIP >
- Flagged >
- Remind Me >
- All Sent 658 >
- All Trash >

Gmail

Updated Just Now

Screenshot 2025-06-10 at 10.19.53 AM