



Technology Office
Eden Support Services Center
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How to Setup District E-mail on your iPhone/iPad

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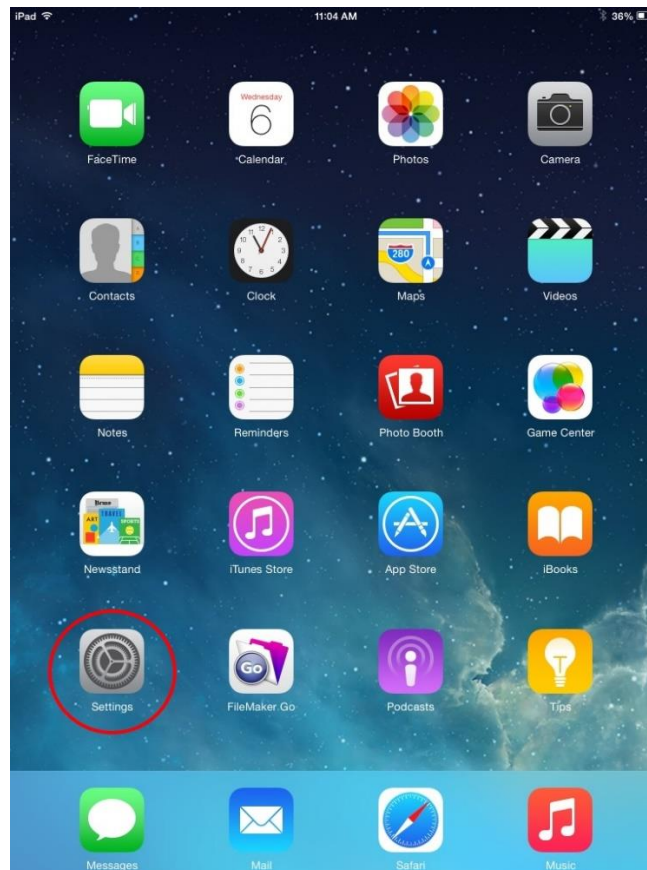
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1. PURPOSE

The purpose of this document is to instruct staff members on how to setup their district e-mail on an iPhone/iPad.

2. INSTRUCTIONS

Locate and press on the “**Settings**” button on the home screen.



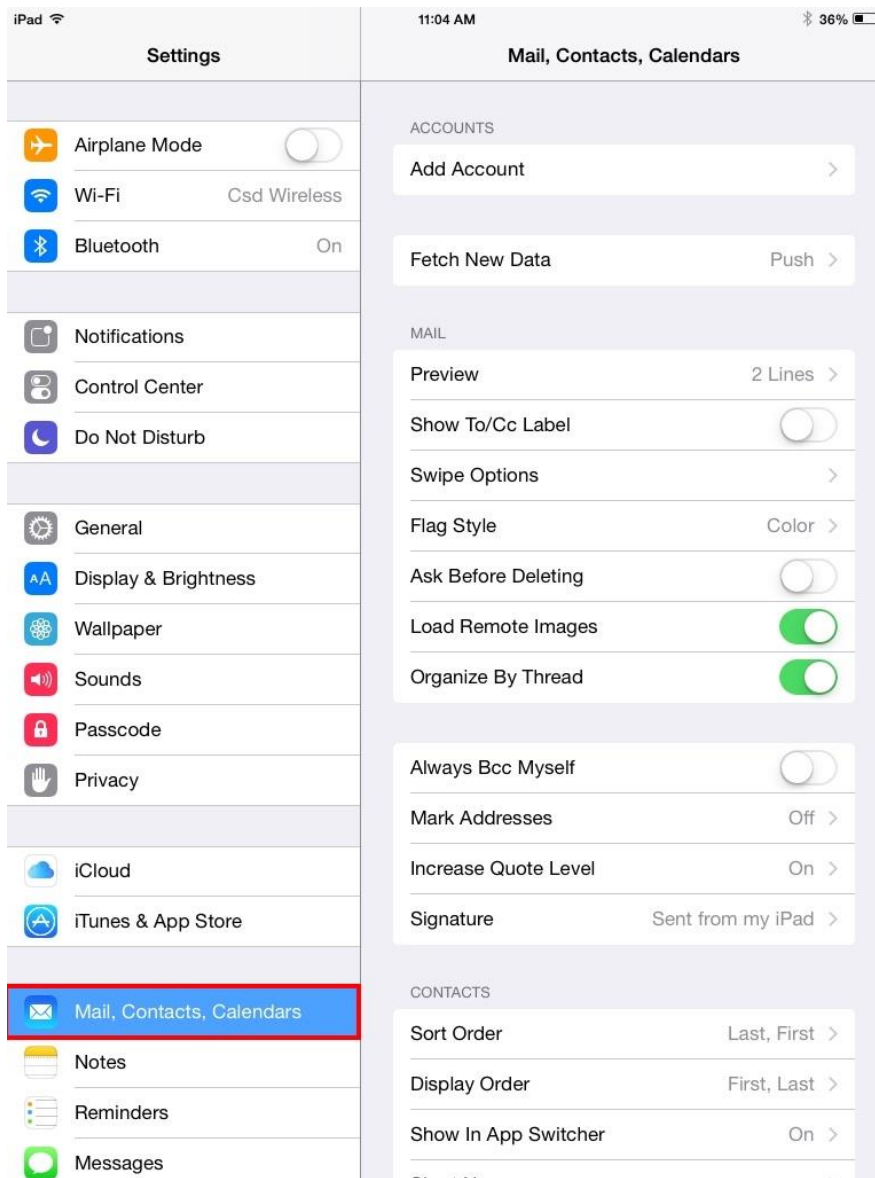
(You should see an icon like the one above)



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At this moment, you will be in the **Settings** menu screen. Scroll down to the **“Mail, Contacts, Calendars”** section. You will see this:



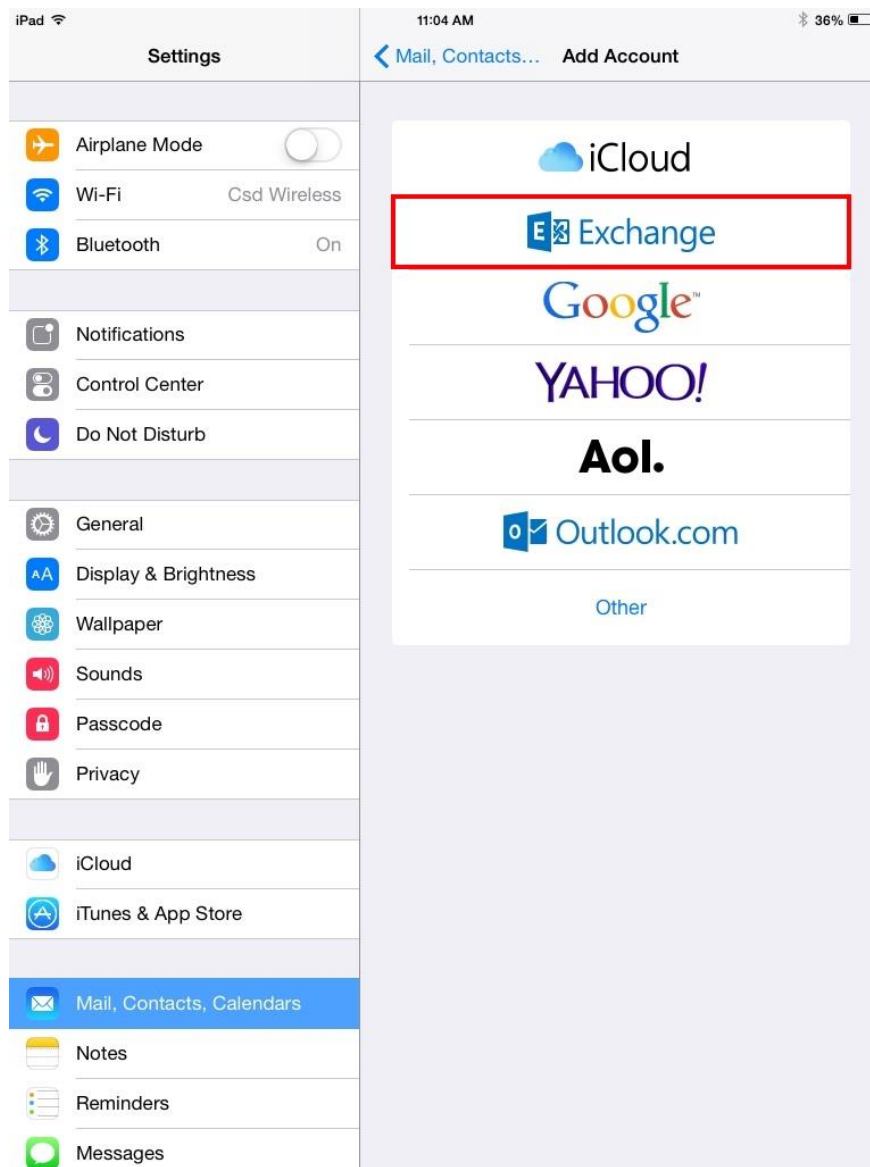
Press on the **“Mail, Contacts, Calendars”** button to proceed.



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Now you will see multiple types of **Accounts** that could be created, and used on your device. However, we are looking for one in particular called, “**Exchange**”.



Locate this type of **Account**, and press it to proceed.

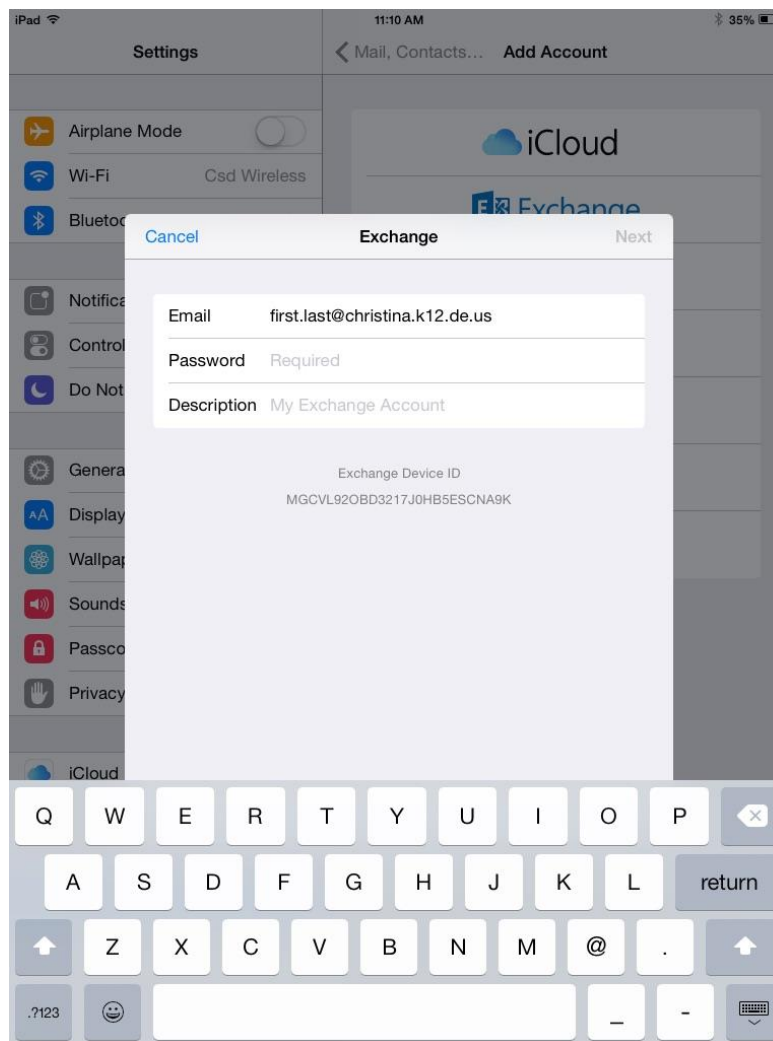


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Exchange will now be at the top of your window. There are three lines: one for your username, password, and description.

The username is your current e-mail address; not your login for your computer. However, the password is the same password that you use to log on to your computer. As for the description, type in **“Exchange”**.



Once your e-mail address, password, and description have been entered then you will be able to press the **“Next”** button.

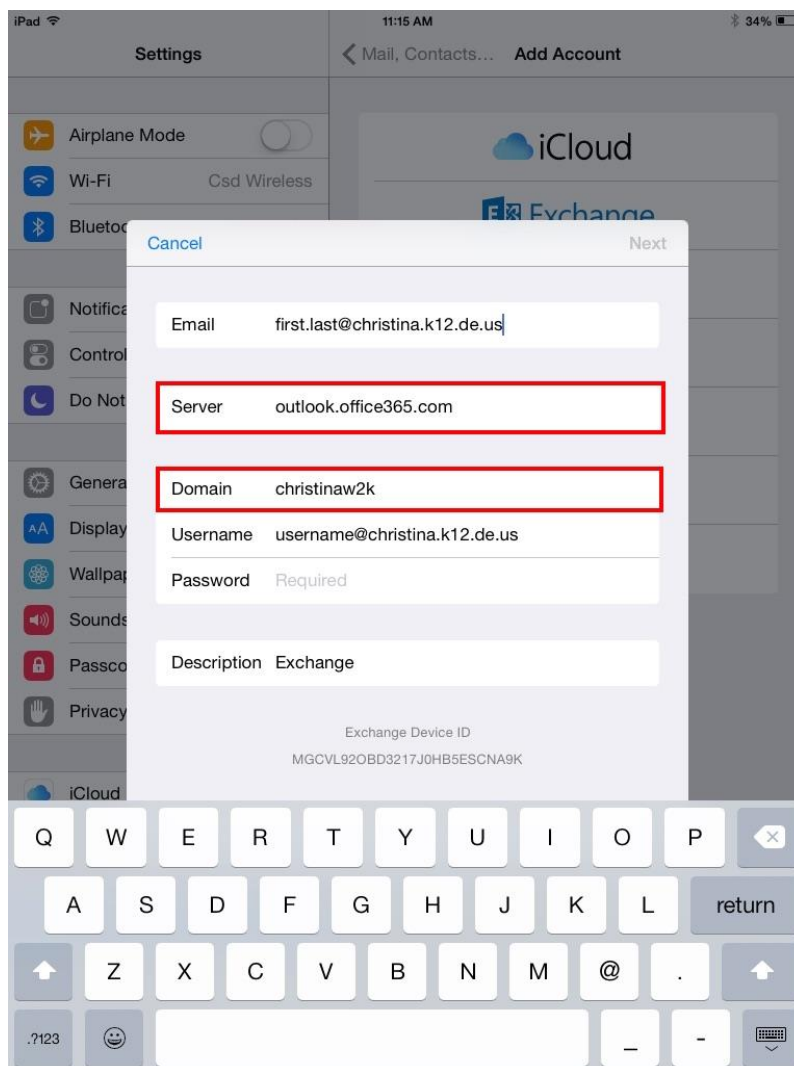


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The device will now attempt to contact the e-mail server. After about a minute, a new prompt will appear.

Please change the Server field to: **outlook.office365.com**
In addition, make sure to verify the domain field is: **christinaw2k**



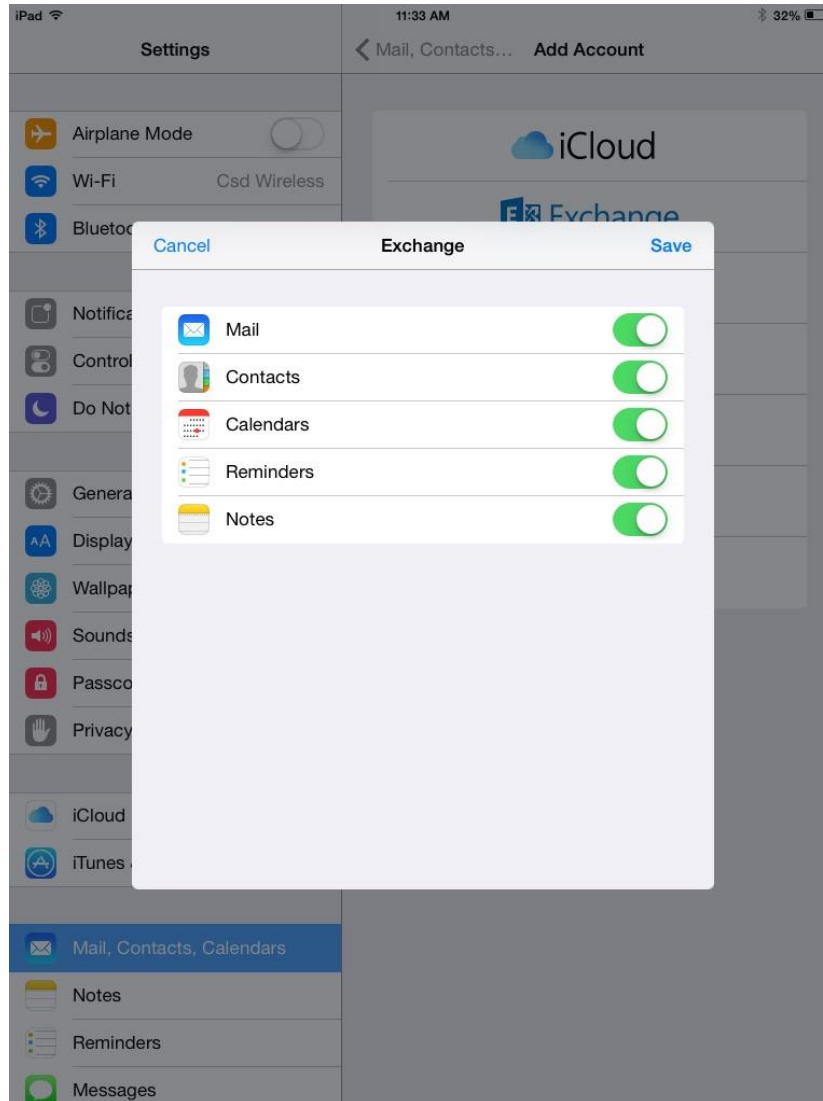
Make sure that your password has been reentered; then press the **“Next”** button.



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Once the server has been contacted, and the account has been authenticated; this window will appear.



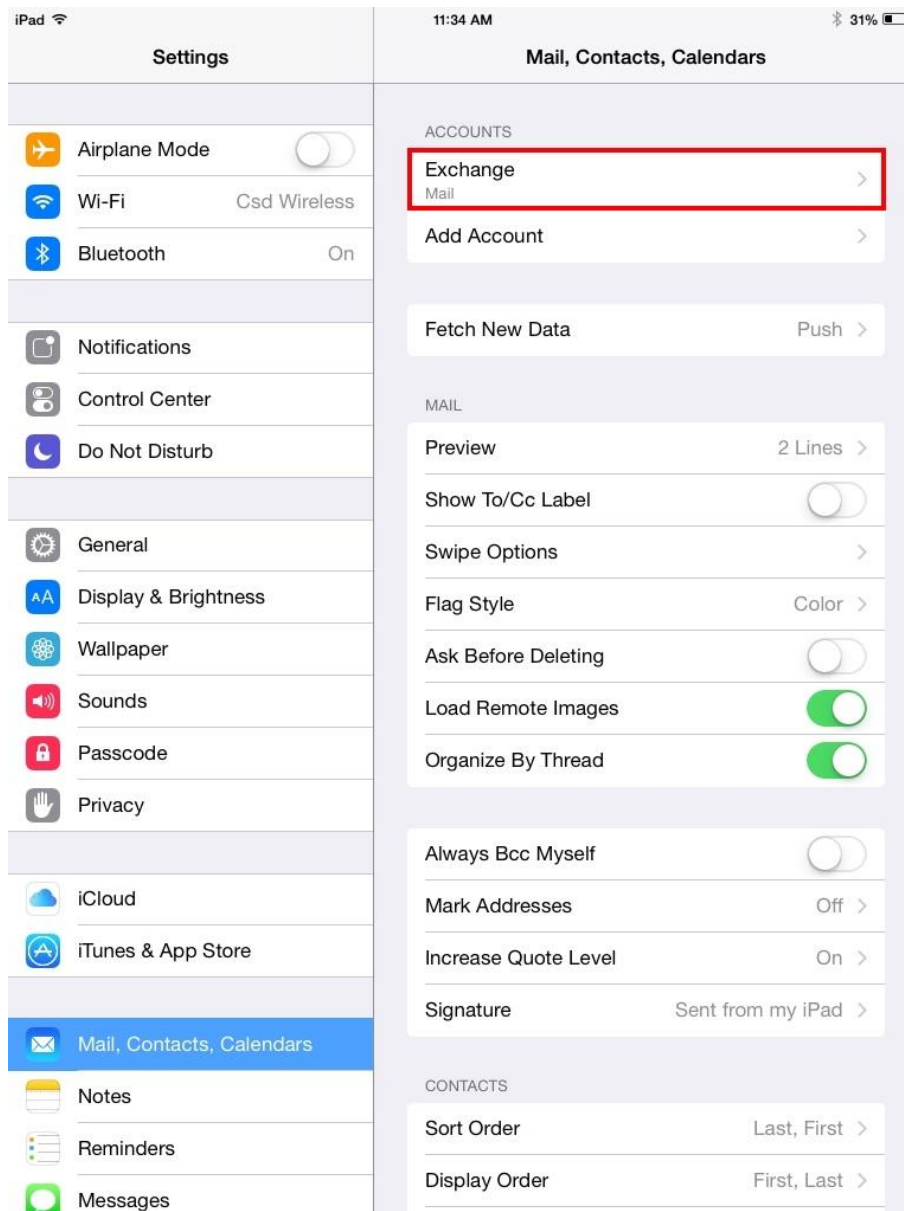
This window is displaying the items that may be synchronized to your device. Deselect an item that you may not want by pressing the green flip switch. When ready, press the **“Save”** button to proceed.



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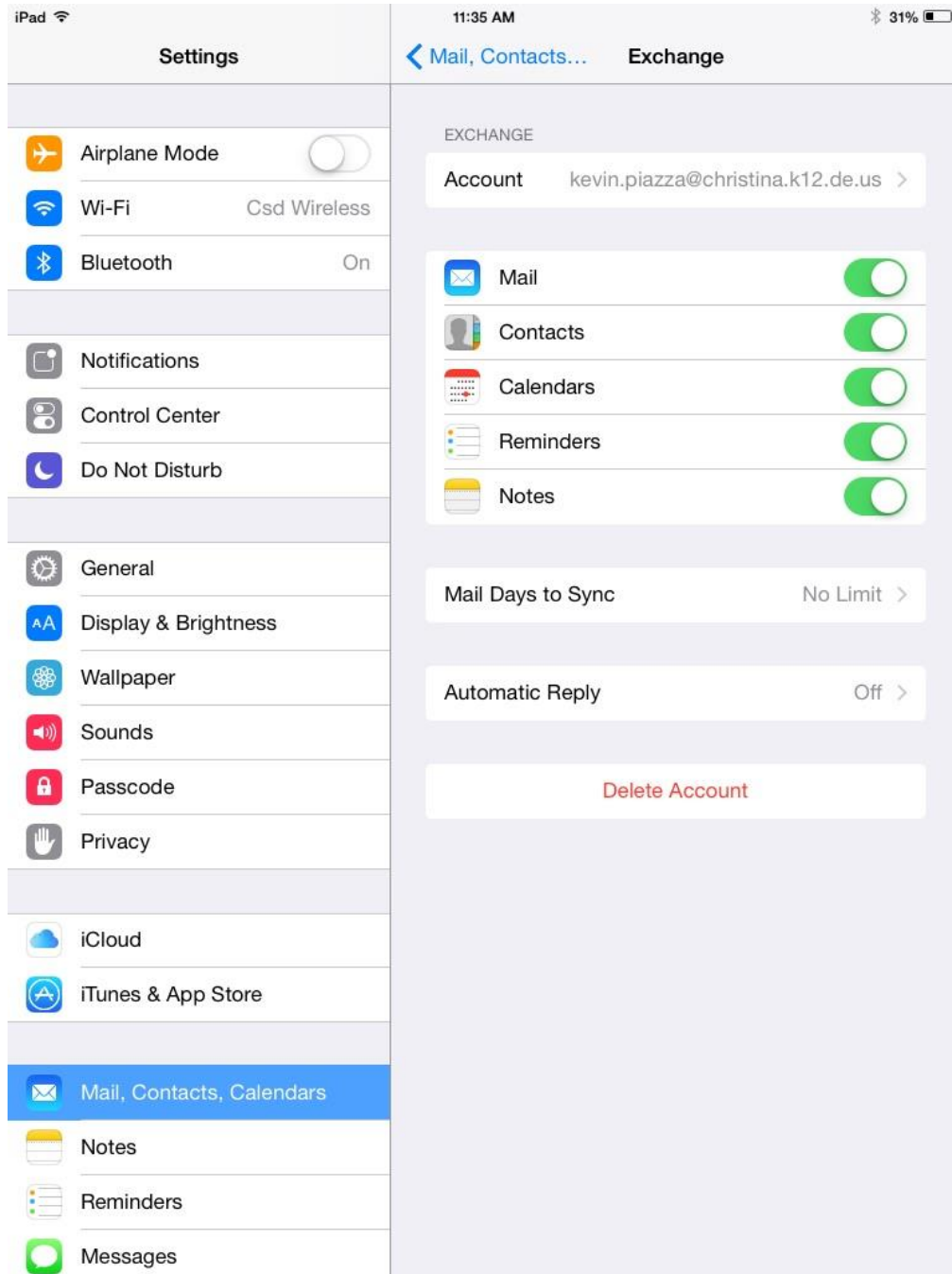
The account has now been created on the device. To modify which items are syncing, change the amount of days to sync, setup auto reply, or to delete the account; click on the **“Exchange”** account under **accounts**.





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To access your e-mail, head over to the home screen and press on the **“Mail”** icon. Please be aware, it may take some time for the information to sync based on your internet connection.



DISCLAIMER: Please be aware that if any information has been compromised or are informed of any suspicious activity, your phone can be confiscated/erased. Also, if the security lock code is entered ten times incorrectly, the phone will be erased completely.

If you have any questions, concerns, or difficulties; please contact Technology.