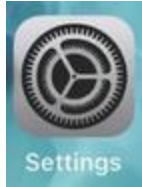


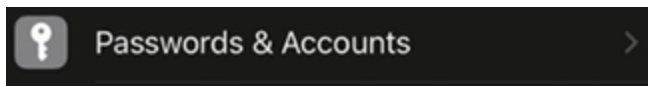
HOW TO SETUP EMAIL ON AN IPHONE OR IPAD

Note: If you have your school email on your phone currently, you will need to delete the account and re-add it.

Step 1: Tap the Settings icon.



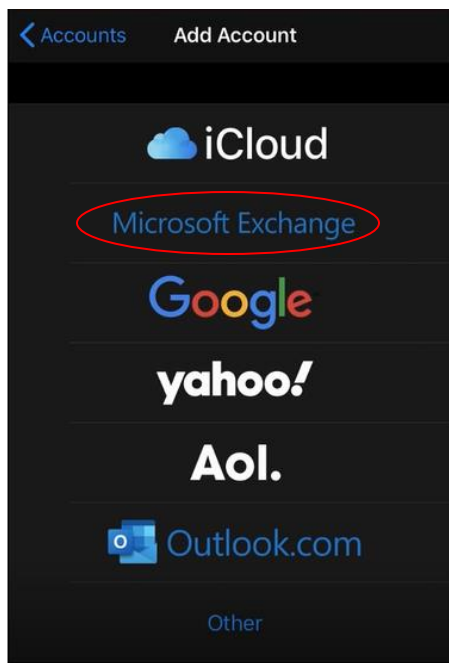
Step 2: Tap on Passwords & Accounts.



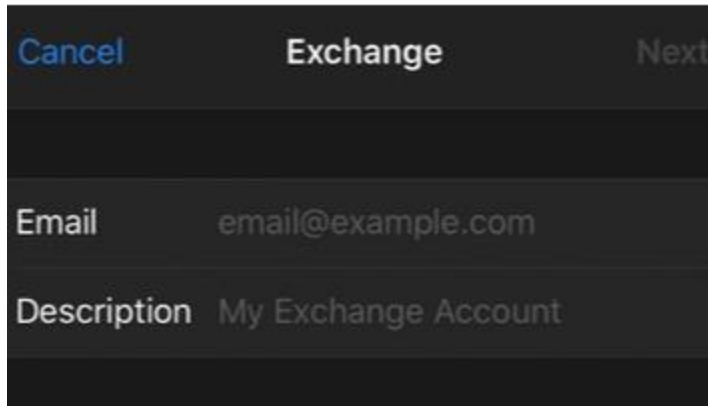
Step 3: Tap Add Account.



Step 4: Select Microsoft Exchange.

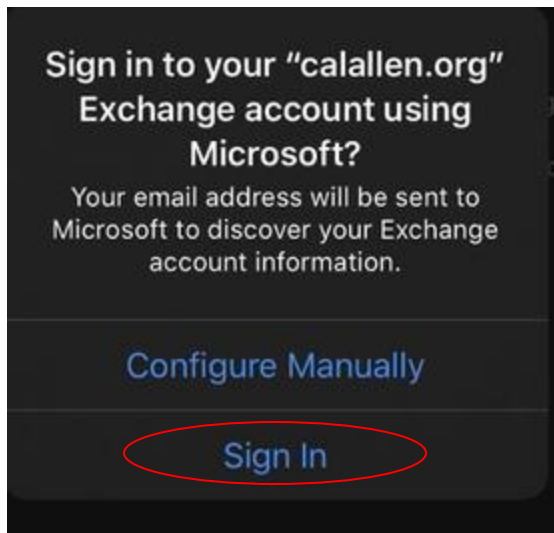


Step 5: Type in your email address.



A screenshot of an Exchange account configuration screen. At the top, there are three buttons: "Cancel" (blue), "Exchange" (white), and "Next" (grey). Below the buttons, there are two input fields. The first is labeled "Email" and contains the text "email@example.com". The second is labeled "Description" and contains the text "My Exchange Account".

Step 6: Select Sign In.



A screenshot of a sign-in prompt. The text reads: "Sign in to your 'calallen.org' Exchange account using Microsoft? Your email address will be sent to Microsoft to discover your Exchange account information." Below the text are two buttons: "Configure Manually" and "Sign In". The "Sign In" button is circled in red.

Step 7: Type your email then, tap next.



Sign in

Email, phone, or Skype

No account? [Create one!](#)

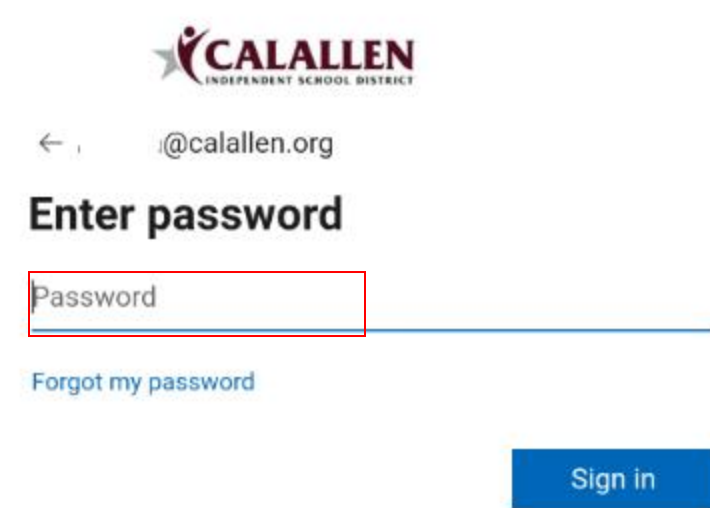
[Can't access your account?](#)


Sign-in options

Back

Next

Step 8: Type in your password. Then tap Sign In. (The password is the same one you use for the computer.)





← @calallen.org

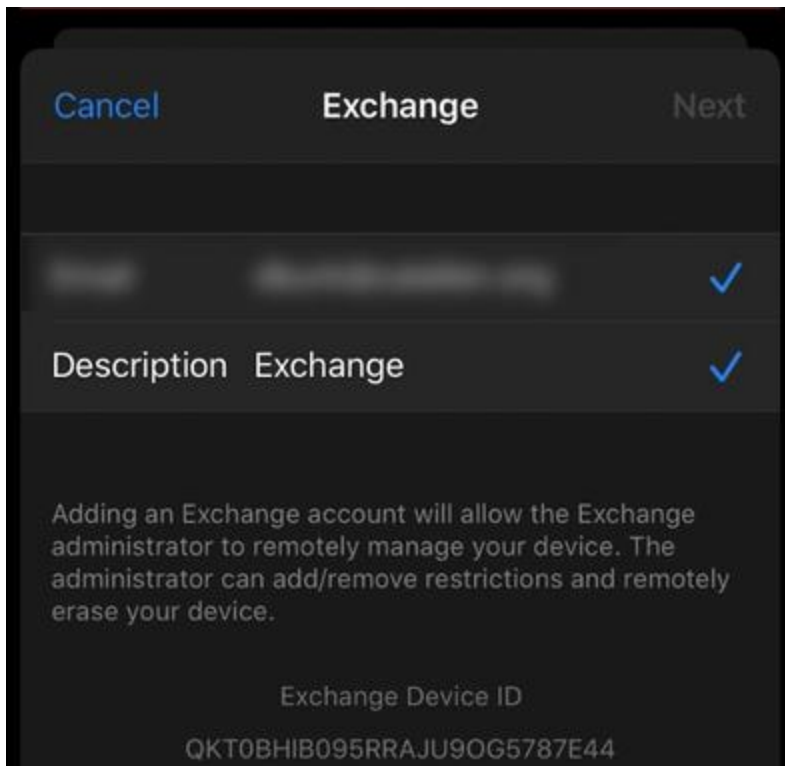
Enter password

Password

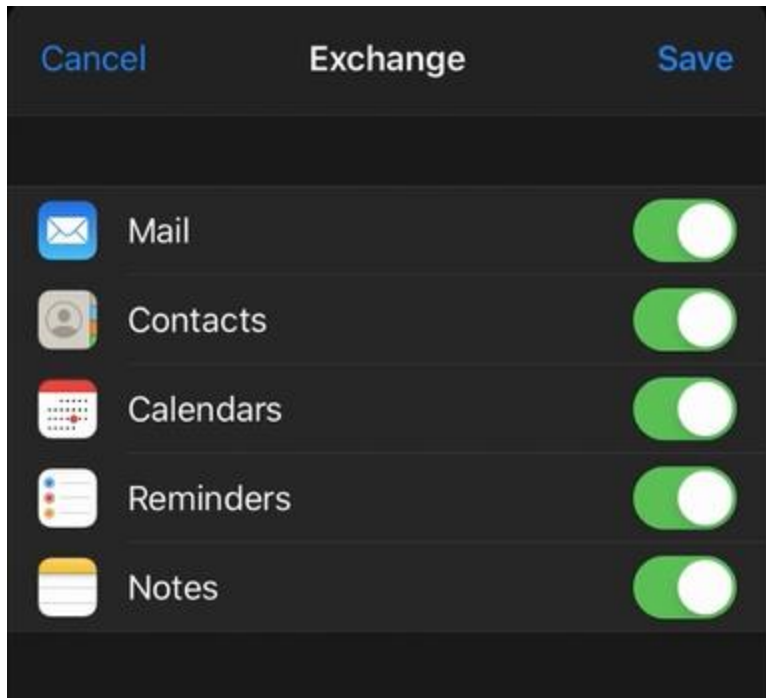
[Forgot my password](#)

[Sign in](#)

Briefly you will see this page.



Step 9: On this page, tap Save.



Step 10: For security reasons, you will be required to enter a PIN or Passcode. You will have to type it twice to confirm.

Step 11: Exchange is now online. You can access your email on your phone by tapping on the Mail icon.



If you have any questions, please call Technology. Thank you.