

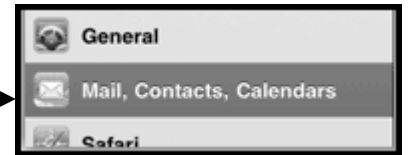
SETUP EMAIL ON IPAD or IPHONE

UPDATE THE PHONE SETTINGS TO GET CCS EMAIL

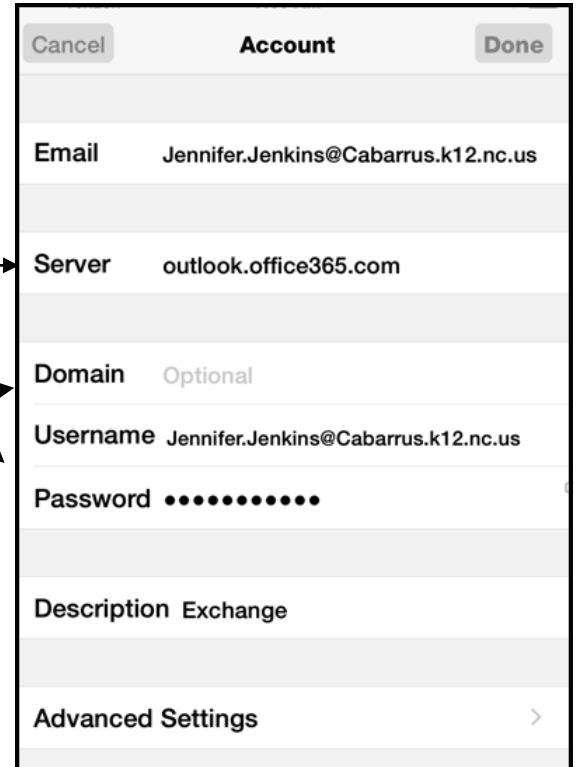
1. Press the "HOME" button to arrive at the HOME SCREEN.
2. Tap the "SETTINGS" app icon to enter SETTINGS.



3. Tap **Mail, Contacts, Calendars**.
4. Tap **Exchange**.
5. Tap your **Email Address**.

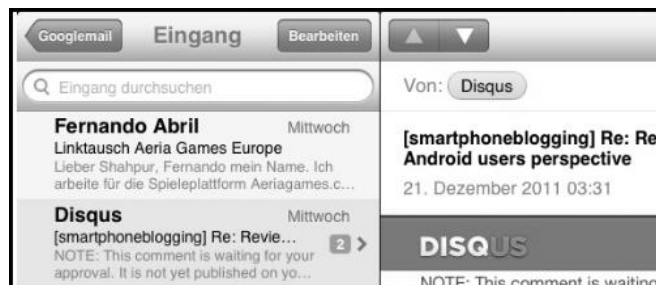


6. Update the following...
 - Change **Server** to outlook.office365.com
 - Remove any text in the **Domain** field. It must be empty.
 - Change **Username** to your full **email** address. Example: jennifer.jenkins@cabarrus.k12.nc.us
 - Type the **password** you use to sign in to the computer or email.



7. Tap **Done**. Top right corner of Account Information window.
8. Tap **Done** again.
9. Press **Home** button.

10. Back on the **Home Screen** open the **email** app to verify you are receiving messages.



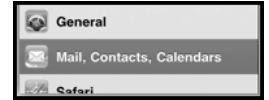
SETUP EMAIL ON IPAD or IPHONE

NEW SETUP

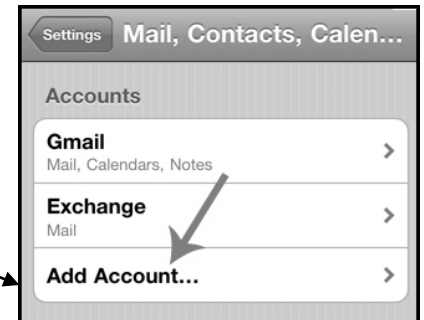
1. Press the "**HOME**" button to arrive at the **HOME SCREEN**.
2. Tap the "**SETTINGS**" app icon to enter **SETTINGS**.



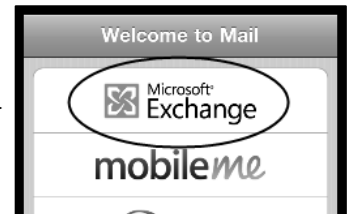
3. Tap **Mail, Contacts, Calendars**.



4. Tap "**Add Account**" to add a new mail account to the iPad.

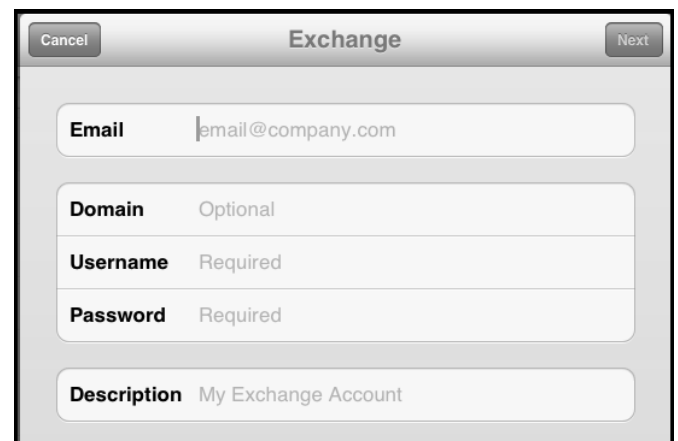


5. Tap **Microsoft Exchange**.



6. At this screen you will **type** specific information into the fields.

Email: type your **full** email address
example: jack.smith@cabarrus.k12.nc.us
Server: type outlook.office365.com
Domain: Do not type anything
Username: Full email address:
example jake.smith@cabarrus.k12.nc.us
Password: type email password



7. Tap **Done**. Top right corner of Account Information window.

8. Press **Home** button.

9. Back on the **Home Screen** open the **email** app to verify you are receiving messages.

