

SMART PHONE/SMART DEVICE EMAIL CONFIGURATION INFORMATION

iOS (iPhone/iPad/iPod)

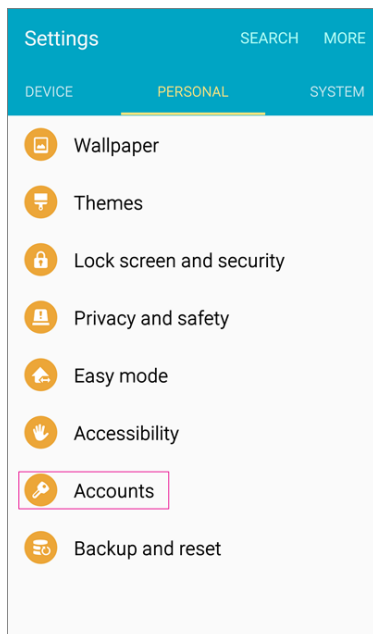
Set up an Exchange account in Outlook for iOS

Use these instructions to set up a sd61.bc.ca email account.

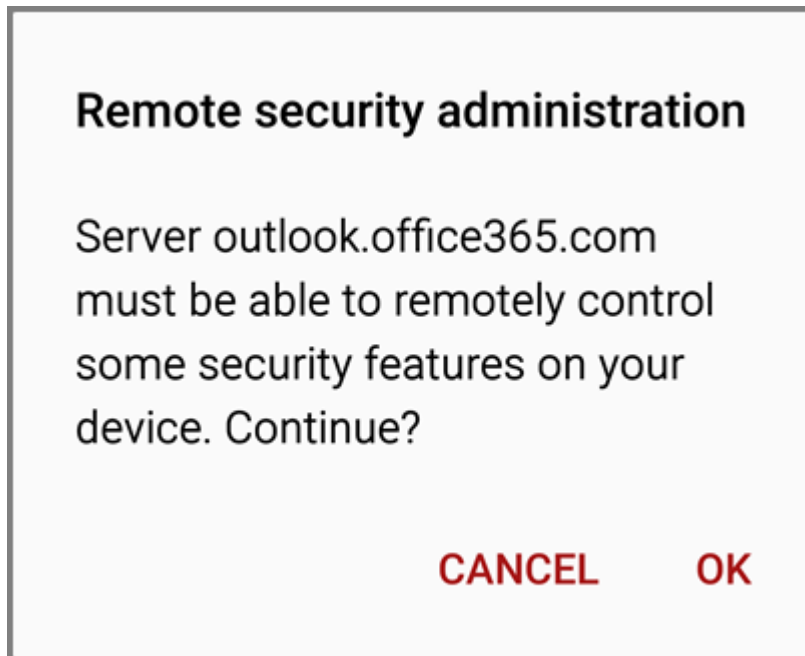
1. Go to Settings, scroll down to Mail, Contacts, Calendars, and then tap Add Account.
2. Select Exchange.
3. Enter your full email address, such as yourname@yourdomain.com or yourname@sd61.bc.ca. Add your password and a description of your account and then tap Next.
4. If you're prompted to enter additional server settings, you may have mistyped your password. Please go back and try again. If you continue to be prompted for additional server settings, contact the Helpdesk.
5. Choose the apps you want your email account to sync with your iOS device and then tap Save. Your email account is now ready for use with the iOS Mail app.

ANDROID

Tap Settings>Accounts>Add account>Email.



1. Type your full email address, for example tony@sd61.bc.ca, type your password, and then tap Next.
2. Select the Exchange option.
3. You might receive a message about additional security features. Select OK to continue.



4. Once the device verifies the server settings, the Account Options page opens. Accept the defaults or select the options for how you want to receive and send your mail, and then tap Next. (You may need to scroll down to see Next.)
 5. If you're prompted to enter additional server settings, you may have mistyped your password. Please go back and try again. If you continue to be prompted for additional server settings, contact the Helpdesk.
6. On the Set up email page you can change the name of your account. When you're finished tap Done.