

Step 1:

On your iOS device, open Settings, then click on Mail, Contacts, Calendars



Step 2:

Click Add Account. Select Exchange.

•••• Verizon 3G 3:43 PM	Ø 49% ■⊃	
Settings Mail, Contacts, Calendars		
ACCOUNTS		
iCloud Find My iPhone	>	
Gmail Mail, Calendars, Notes	>	
Yahoo! > Mail, Contacts, Calendars, Reminders, Notes		
Add Account	>	
Fetch New Data	Push >	
MAIL		
Preview	2 Lines >	



Step 3:

Enter your IUSD email address and password. (johnsmith@iusd.org). Click Next. If your setup was successful, you should see the screen below. Select which items (mail, contacts, calendars) that you want to sync to your phone. Then, click Save.

••••○ Verizon 3G 3:43 PM Ø 49% ■ Cancel Exchange Next	•••••• Verizon 3G 3:46 PM Cancel Exchange	Ø 47% ■ Save
Email email@company.com	🖂 Mail	
Password Required	Contacts	
Description My Exchange Account	Calendars	
	Reminders	
Q W E R T Y U I O P	Notes	
ASDFGHJKL		
▲ Z X C V B N M		
_123 space @ . return		

Step 4:

If you use more than one email address on your phone, you'll want to check your settings to make sure that the account you want to use most often is set as your default account. You can view, and change, this setting under your Settings > Mail, Contacts, Calendars.

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Settings Mail, Contacts, Calendars		
Show To/Cc Label	\bigcirc	
Flag Style	Color >	
Ask Before Deleting		
Load Remote Images		
Organize By Thread		
Always Bcc Myself	\bigcirc	
Increase Quote Level	On >	
Signature Sent fro	om my iPhone >	
Default Account	Exchange >	
Messages created outside sent from this account by	e of Mail will be default.	