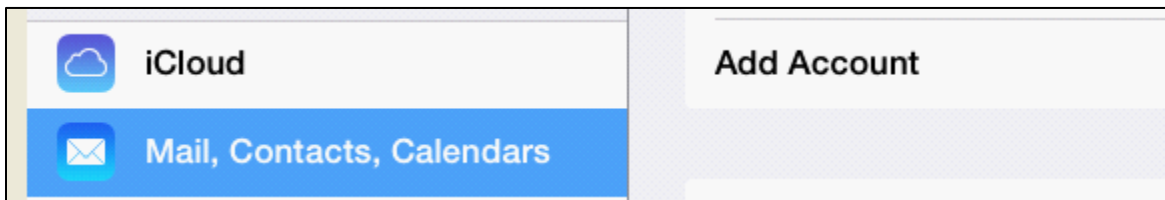


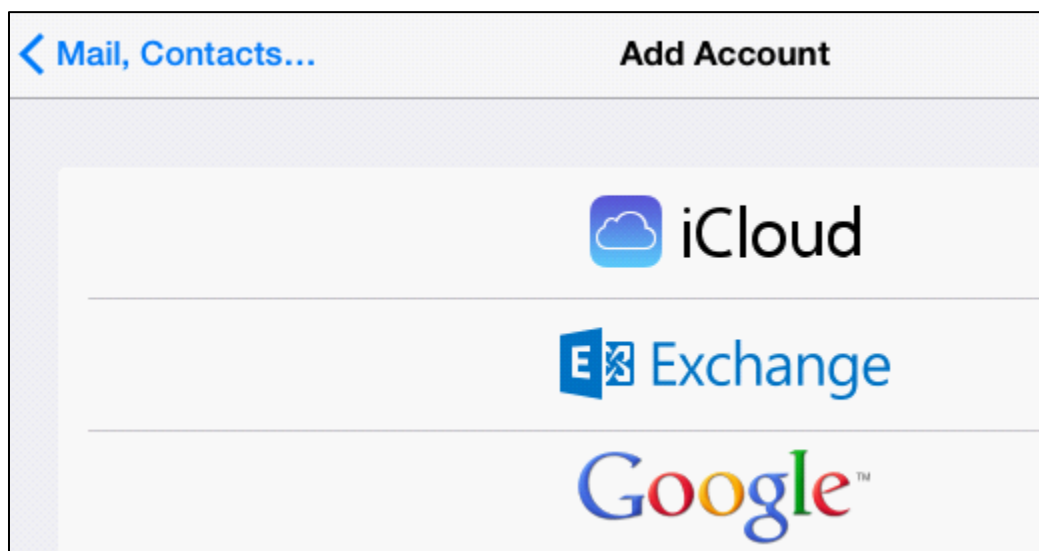
SETTING UP EMAIL IN iOS 7 FOR THE iPad AND iPhone

Go to SETTINGS on your device.

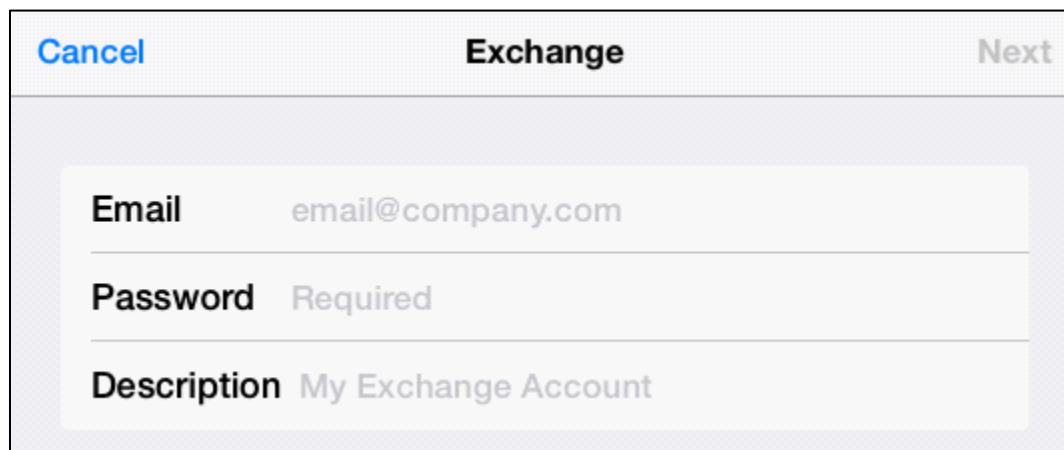
Choose MAIL, CONTACTS, CALENDARS and select ADD ACCOUNT.



From the list of options, choose EXCHANGE.



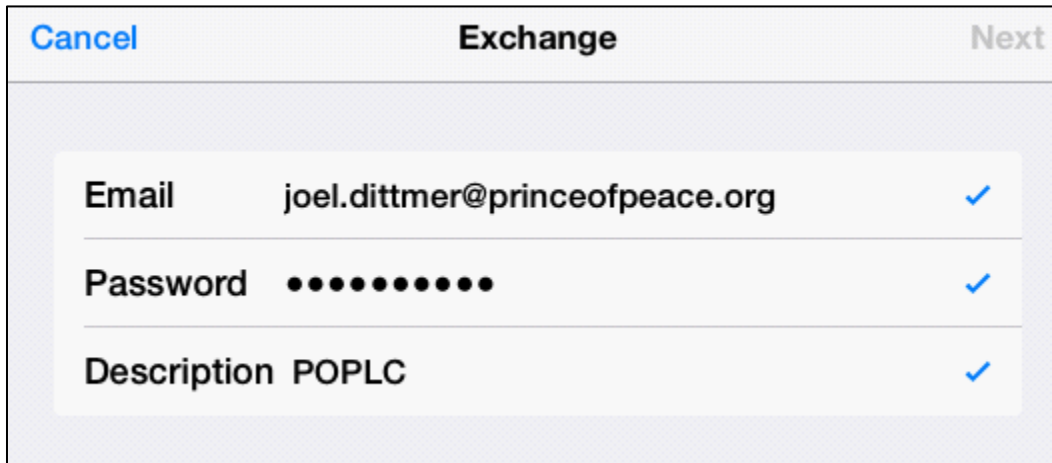
In the Exchange box, type your full email address, your EMAIL password, and whatever description you want to give to your account (i.e. POP Email).



Once you select NEXT, the device will attempt to contact the server to verify your account. You will see this:

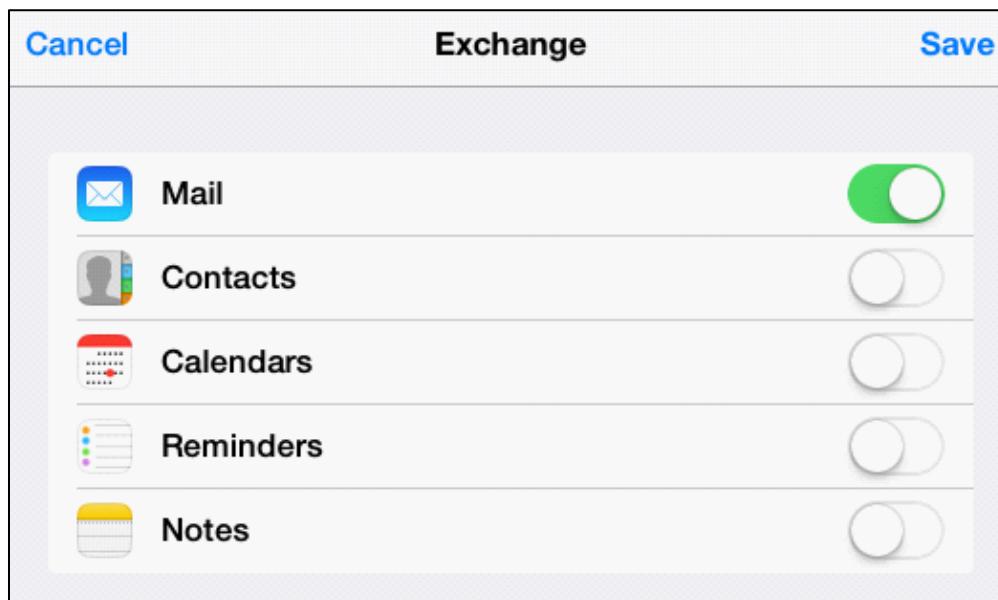


Once it is complete, you will see check marks to show that your account has been verified:



Select NEXT and you will go to another selection box. All the mailbox features in green will be added to your device unless you deselect them. It is recommended that you SELECT Mail but deselect all the others UNLESS YOU KNOW FOR SURE you will use them. This is especially true for Contacts on an iPhone. If you allow contacts to be added, your phone contacts will be flooded with staff information from the email server.

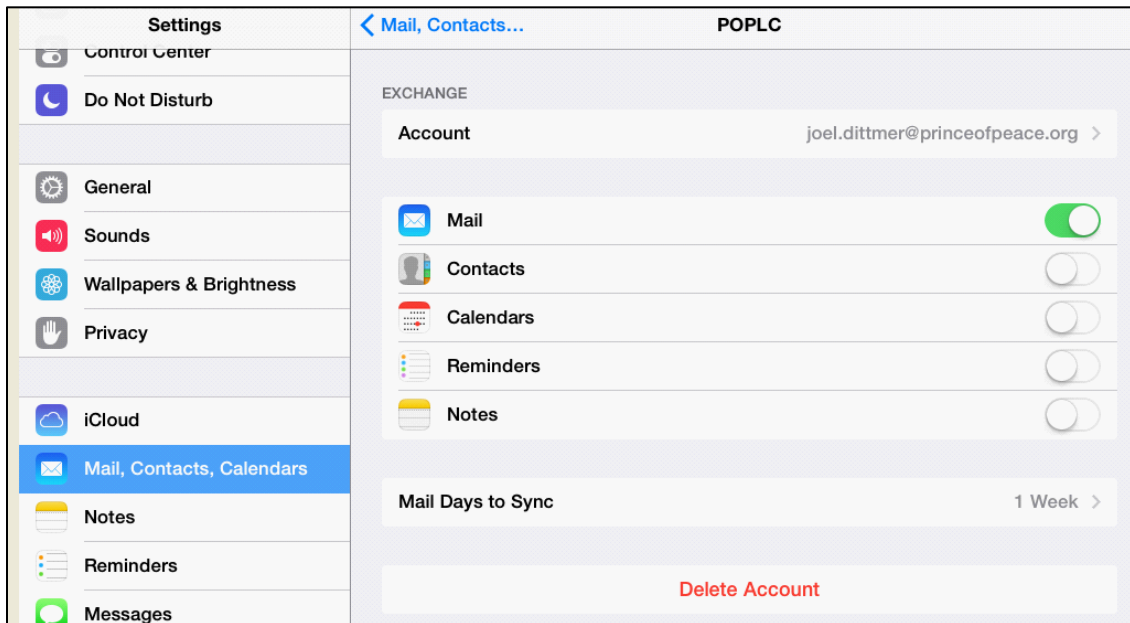
This view show all items DESELECTED except for Mail. Choose SAVE when ready.



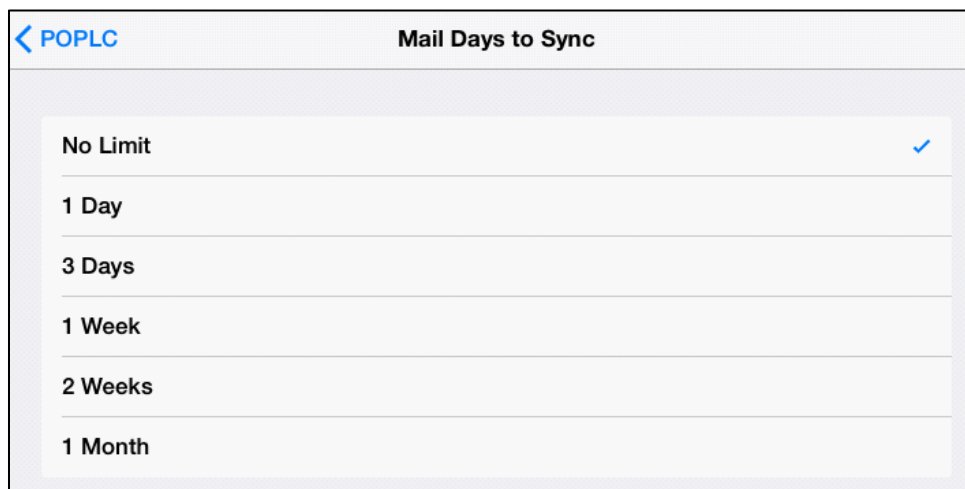
Your mailbox is now ready to be used. If you immediately go into that mailbox, you will need to give it a few minutes to connect to the server and update.

Go back into SETTINGS and into MAIL, CONTACTS, CALENDARS. Choose your new email account by the name in the list of your email accounts. You will then see its configuration page.

There is another recommended change within this section. Choose MAIL DAYS TO SYNC. Note that it is set to 1 WEEK. That means that any email older than one week will not be displayed. Change that setting to no limit, assuming you do not have a huge mailbox. You may want to set it to something different if you are worried about space on your device.



Make your selection from the list:



(Note: An alternate method of viewing email is the OWA app for iOS. Search for OWA in the App Store for this Microsoft app that is made to be more similar to the web version of the email.)