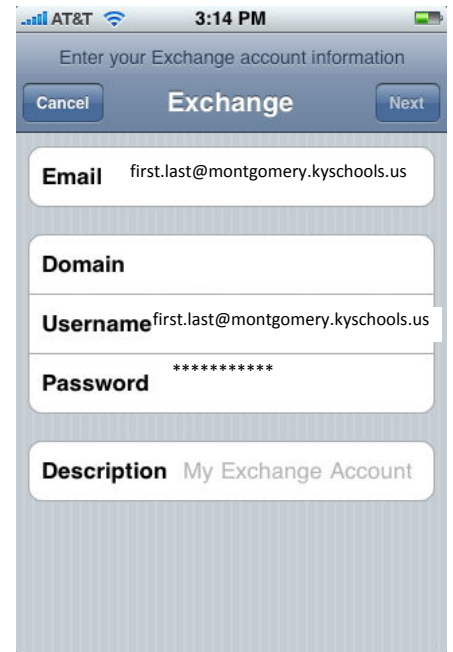


iPhone Setup for School Email

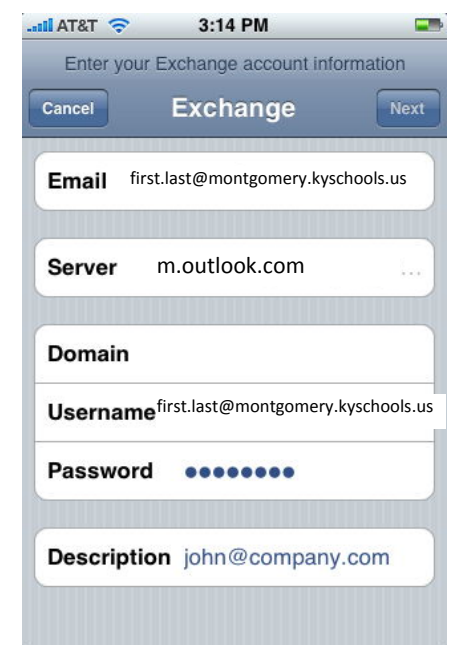
1. To add an Exchange account to your iPhone, tap **Settings**, then **Mail, Contacts, Calendars**, then **Add Account**, then **Microsoft Exchange**. Note, you can configure only one Exchange account per device..
2. On the next screen, enter your complete email address (first.last@montgomery.kyschools.us), do not enter a domain, username (complete email address again), password, and a description (which may be anything you like)..



A screenshot of an iPhone's 'Exchange' account setup screen. The title bar reads 'Exchange' with 'Cancel' and 'Next' buttons. The main heading is 'Enter your Exchange account information'. The form contains the following fields: 'Email' with the value 'first.last@montgomery.kyschools.us', 'Domain' (empty), 'Username' with the value 'first.last@montgomery.kyschools.us', 'Password' with a masked value '*****', and 'Description' with the value 'My Exchange Account'.

3. Your iPhone will now try to locate your Exchange server using Microsoft's Autodiscovery service. If the server cannot be located, the screen below is shown. Enter your front-end Exchange server's complete address in the **Server** field. This will be where you will type in **M.OUTLOOK.COM**

Your iPhone or iPod touch will try to create a secure (SSL) connection to your Exchange server



A screenshot of an iPhone's 'Exchange' account setup screen, similar to the one above but with an additional 'Server' field. The title bar reads 'Exchange' with 'Cancel' and 'Next' buttons. The main heading is 'Enter your Exchange account information'. The form contains the following fields: 'Email' with the value 'first.last@montgomery.kyschools.us', 'Server' with the value 'm.outlook.com' and a dropdown arrow, 'Domain' (empty), 'Username' with the value 'first.last@montgomery.kyschools.us', 'Password' with a masked value '●●●●●●', and 'Description' with the value 'john@company.com'.

4. Choose which type(s) of data you would like to synchronize: Mail, Contacts, and Calendars. Note that by default, only 3 days' worth of email is synchronized. To synchronize more, go into Settings, then Mail, Contacts, Calendars, select your Exchange account, and tap on Mail days to sync.

❖ **Note:** If your phone **was not** set to sync your contacts and calendar to Outlook before, you will want to turn these off. This will wipe out all your contacts that are on your phone and replace them with your contacts in Outlook.

5. You are now setup to use your iphone to receive your school email

