## SETTING UP PPSD E-MAIL ON YOUR APPLE IOS DEVICE

- 1. Add your Exchange Account
  - a. Tap Settings
  - b. Mail, Contacts, Calendars
  - c. Add Account
  - d. Exchange
- 2. Enter your information. In the e-mail blank, put only your username. Put your district computer password in the password blank. Then tap Next

••••• ?	9:41 AM	100% 🔳
Cancel	Exchange	Nex
Email	yourusername@pear	lk12.co
Password	yourpassword	
Description	My Exchange Accou	unt
	Exchange Device ID	
0X	0XX0X00X00X0XX000X00X	0X0

## **\*\*\*SCROLL DOWN FOR MORE INSTRUCTIONS**\*\*\*

3. Your device will try to automatically find the server. If it does not, you will see a screen like the one below. Input the information as shown below then tap next.

····· ?	9:41 AM	100% 📖
Cancel		Next
Email you	rusername@pearlk1	2.com
Server out	look.office365.com	
Domain		
Username	yourusername@p	pearlk12.com
Password	yourpasswordshouldalre	eadybehere
Description	Exchange	

## **\*\*\*SCROLL DOWN FOR MORE INSTRUCTIONS\*\*\***

4. If everything is successful, you will now see a screen like the one below. Select what you want to sync and tap Save.

····· ?	9:41 AM	100%
Cancel	Exchange	Save
🖂 Mail		
1 Conta	icts	
Calen	dars	
Remir	nders	
Notes	í	

Your apple device should be setup and ready to receive mail.