

## SHOW ME HOW: E-Mail Account Setup



From the **Home** screen go to the **Settings** app

Tap **Mail, Contact, Calendars** from the **Settings** list on the left.

Tap **Add Account** from the **Accounts** area.

Tap the appropriate e-mail provider from the provider list; we'll select **Microsoft Exchange** for now by tapping it. If a different provider is selected some fields may vary. You can have more than one E-Mail provider setup on your iPad.

Next enter your **Email** and **Password**, leave **Description** as Exchange, then **Next**

Enter the following on this screen:

**Server:** exchange.acsk12.us

**Domain:** acsk12.us

**Username:** <computer login name>

**Password:** <district computer password, should already be entered from the above step>

Tap **Next**

Select the Exchange services you would like to synchronize with your iPad.

Mail | Contacts | Calendars | Reminders

Select these by sliding the setting indicator to **On** or **OFF**, then **Save**

You may get a "Cannot Verify Server Identity" warning, Continue pass this.

Return to the Home screen by pressing the Home button on the bottom of the iPad.

Tap the Mail icon to open the Mail app and you should see E-mail downloading to your inbox.

To see a video of this tutorial go to Algonac Community Schools Technology Training page:

[http://algonac.k12.mi.us/services/technology/training\\_page.html](http://algonac.k12.mi.us/services/technology/training_page.html)