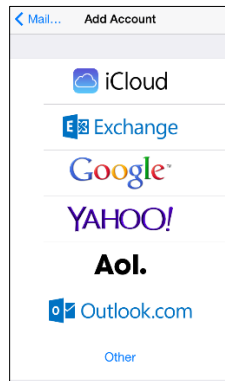


Setting up Office 365 Mail on an iPhone

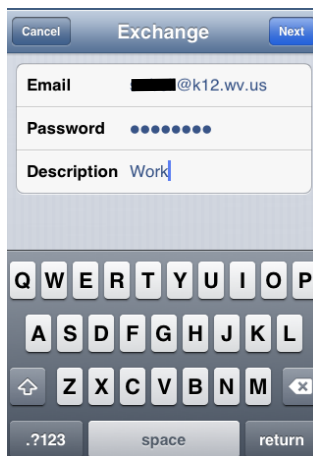
1. Open Settings on your iPhone by clicking the gear icon.



2. Locate Mail, Contacts, Calendars under the settings menu. Open Mail, Contacts, Calendars and click Add Account.
3. The following screen will appear and you will need to choose Exchange.



4. Enter your new K12 email address (ex. user@k12.wv.us) in the email box and type your password in the password box. In the description box you will need to enter a name for the email account. You can call your email anything you would like, here are some examples: school mail, work, and K12 Email. **If your mail verifies and completes the setup please skip to step 6, if you mail was unable to verify please continue to step 5.



5. If your device was unable to connect to your new mail account you may need to enter the server settings. Enter the server settings in the Server box and be sure to leave the Domain box empty. You will need to enter your email address and password in the username and password boxes. (see screenshot on the next page)

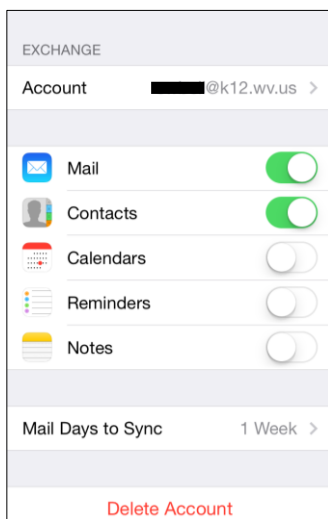
Setting up Office 365 Mail on an iPhone

Server Address: outlook.Office365.com



The screenshot shows the 'Verifying' screen for setting up an Office 365 account on an iPhone. The screen has a blue header with a star icon and the word 'Verifying'. Below the header are several input fields: 'Email' with a redacted address ending in '@k12.wv.us', 'Server' with the value 'outlook.office365.com', 'Domain' with the value 'Optional', 'Username' with a redacted address ending in '@k12.wv.us', 'Password' with a series of blue dots, and 'Description' with the value 'Work'.

6. Once your new K12 email address has been added to your mail program you will need to choose which items you want to sync with your device. You can choose to sync your mail, contacts, calendars, reminders, and notes from your new Office 365 account. At minimum you must choose to sync your mail to receive mail on your phone, all other selections are optional.



The screenshot shows the 'EXCHANGE' account settings screen on an iPhone. At the top, it says 'EXCHANGE' and 'Account' followed by a redacted email address and a chevron. Below this are five toggle switches for syncing data: 'Mail' (green, on), 'Contacts' (green, on), 'Calendars' (white, off), 'Reminders' (white, off), and 'Notes' (white, off). At the bottom, there is a 'Mail Days to Sync' section set to '1 Week' with a chevron, and a red 'Delete Account' button.

****Any changes made (deleted mail, read mail, etc.) to your mail on your device will be reflected in the online Office 365 mail program. Please be careful when deleting mail messages****

7. Congratulations you have successfully set up your K12 mail on your iPhone.