



SETTING UP YOUR iPad MAIL CLIENT WITH OFFICE 365

Use these instructions if you are using the native mail client on your iPad (called “Mail”). These are not the instructions you use if you are using the Outlook App on your iPad.

Please read the **Starting Out** and **Notes** sections prior to completing the steps.

STARTING OUT

- Your account should be migrated to the Office 365 environment.
- Go to the settings area of your iPad.

NOTES

- This will not work on the HSE-BYOD network at school. Use HSE-CORP instead.
- You may want to remove your old HSE account on the device once you are sure the new one is ready to go.

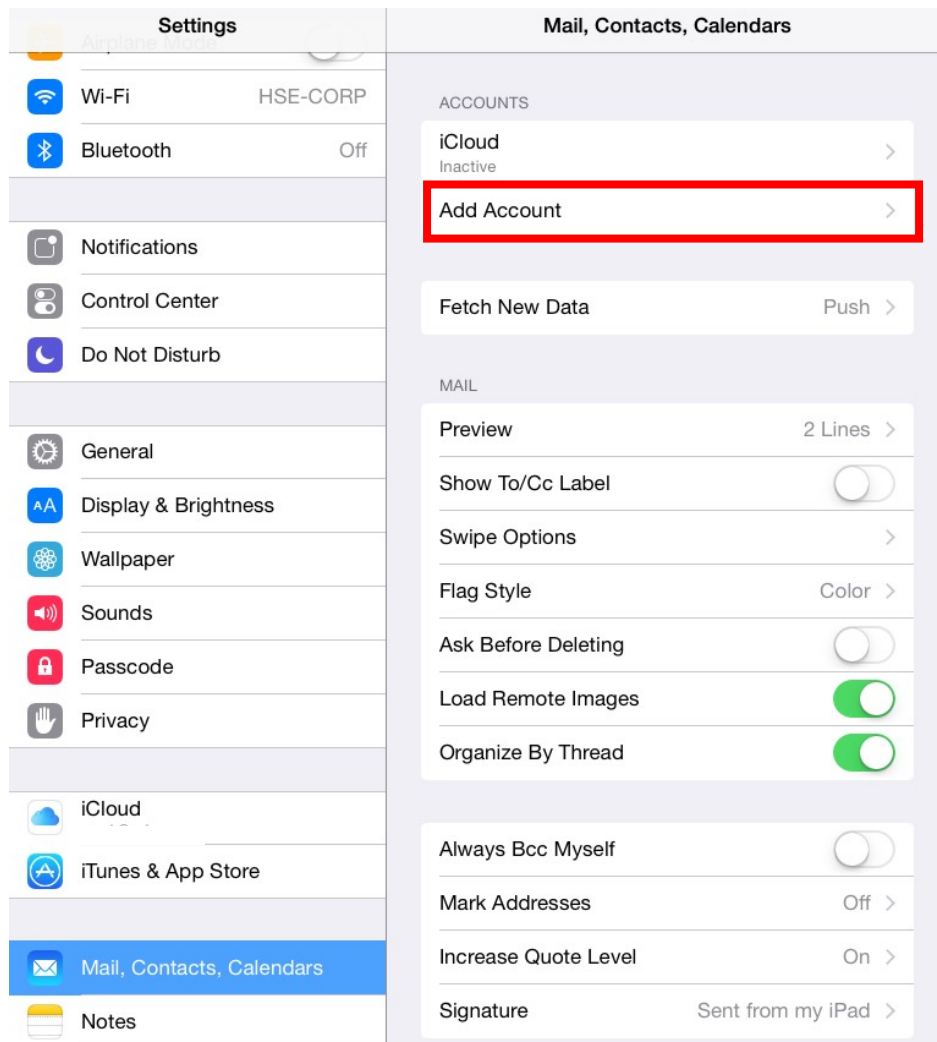
STEPS OUTLINE

1. Tap on the **Mail, Contacts, Calendars** option of the settings menu.
2. Tap the **Add Account** button.
3. Tap the **Exchange** option.
4. Type in your **email** and **password** and tap **next**.
5. Select the **items** you want to connect and tap **save**.

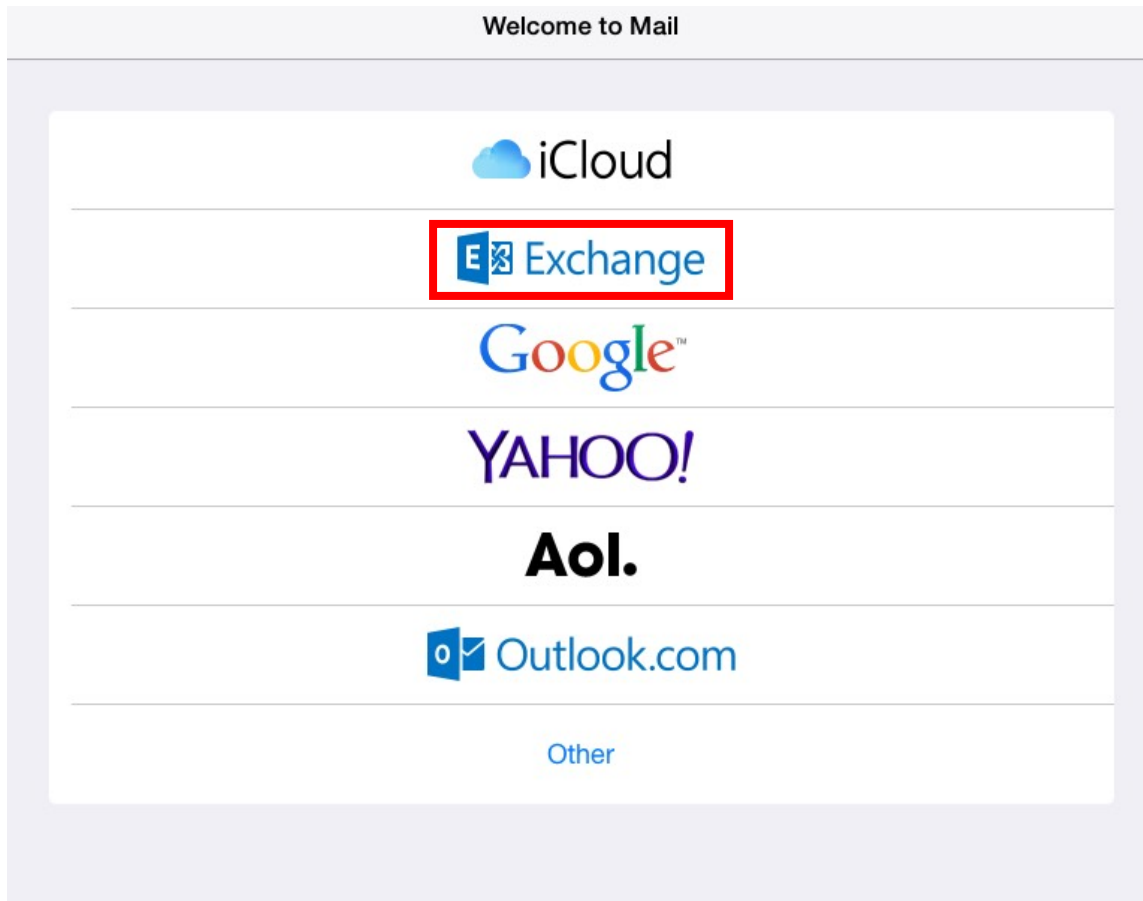
STEP 1: Tap on the Mail, Contacts and Calendars option in the settings menu.



STEP 2: Tap the Add Account button.



STEP 3: Tap the Exchange option.



STEP 4: Type in your email and password, then tap Next.

Your password should be the same thing you use to login to the computers here at school.

You can type in whatever description makes sense to you.

Cancel Exchange Next

Email jdoe@hse.k12.in.us

Password ●●●●●●●●●●

Description Exchange

Exchange Device ID
H8HLTQFCQ10B52AL79MS7PTF6C

STEP 5: Select the items you want to connect and tap save.

If you see another window asking for credentials, most likely you are either not connected to the Internet or you are connected to HSE-BYOD. Please check your connection or connect to HSE-CORP if you are on campus.

