

Configure your iOS Device for Student Email Service

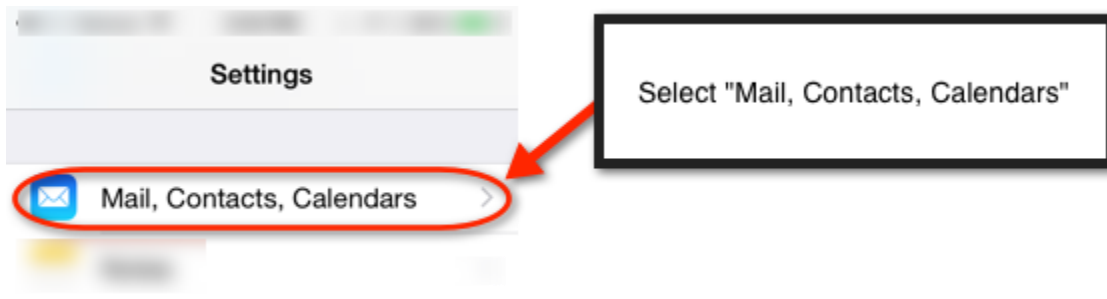
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SETUP YOUR EMAIL

1. Open your device and locate the **Settings** app.
2. Select **Settings**



3. Scroll down and select **Mail, Contacts, and Calendars**.



4. Under **Accounts** select **Add Account**.



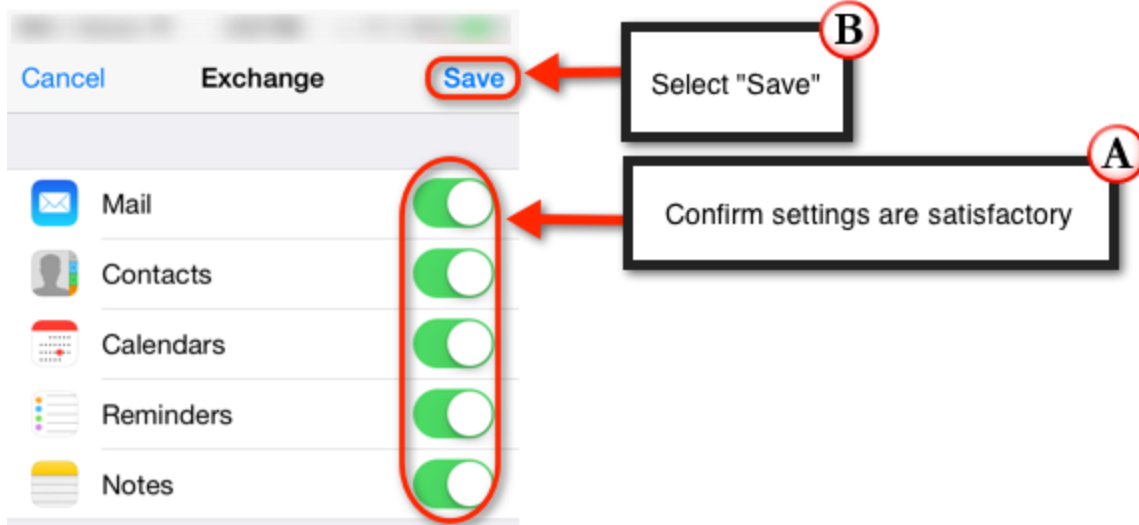
5. Select **Exchange**



6. On the next page:
 - A. Enter your school email address
 - B. Enter Email Password
 - C. Leave the Description Box "Exchange"



7. On the next page:
 - A. Confirm all the settings are satisfactory
 - B. Select **Save**



8. Your Spring-Ford Mail Account is successfully configured your iOS Device!