## How to set up your District email account on your iPhone or iPad.

- 1. Open the **Settings** app.
- 2. Tap **Mail**.
- 3. Tap Accounts.
- 4. Tap Add Account.
- 5. Tap Microsoft Exchange.
- 6. Type in your email account and name your description SAUSD
- 7. Tap **Next**.
- 8. Click Configure Manually.
- 9. Type in your **Email Password.**
- 10. Tap **Next.**
- 11. Make sure to fill out the following screen as follows:

9:41	e د الد. ال
Cancel	Next
Email	FirstName.LastName@sausd.us
Server	outlook.office365.com
Domain	Optional
Username	FirstName.LastName@sausd.us
Passworu	Type III your email password
Descriptio	n SAUSD
Adding an Ex administrato administrato erase your d	schange account will allow the Exchange to remotely manage your device. The r can add/remove restrictions and remotely evice.
	Exchange Device ID

- 12. Select what you want to sync (Mail, Calendar, Contacts, Reminders, etc.).
- 13. Tap **Save**.
- 14. Go Back to the just set up SAUSD account (or whatever name you gave it) and change the Mail Days to Sync setting to No Limit.