

IOS Settings (iPhone and iPad):

1. Tap Settings > Mail, Contacts, Calendars > **Add Account**.
2. Tap **Microsoft Exchange**.
3. **Leave the Domain field empty**. Properly fill out Email, Username, and Password boxes. You need to enter your full e-mail address for both Email and Username boxes (for example, john.smith@sausd.us).

The screenshot shows the 'Exchange' account setup screen on an iPhone. The status bar at the top displays 'Carrier', signal strength, Wi-Fi, and the time '9:42 AM'. The screen title is 'Exchange' with 'Cancel' and 'Next' buttons. The fields are: 'Email' (John.Smith@sausd.us), 'Domain' (Optional), 'Username' (John.Smith@sausd.us), 'Password' (masked with four dots), and 'Description' (SAUSD Email). Red arrows point to the Email, Username, Password, and Description fields.

4. Tap **Next** on the upper-right corner of the screen. Your iPhone will try to find the settings it needs to set up your account.
5. If your iPhone can't find your settings, you'll need to manually enter: **outlook.office365.com** as the Exchange ActiveSync server name.



6. Choose the type of information you want to synchronize between your account and your device, and then touch Save. By default, Mail, Contacts, and Calendar information are synchronized.

