

Getting Started

Accessing email on your iPad, iPod, or iPhone is simple and convenient!

To get started:

1. Open **Settings**
2. Select **Mail, Contacts, Calendars**



3. Select **Add Account**
4. Select **Microsoft Exchange**.

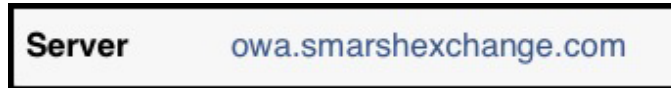


Connecting Your Account



1. **Email** - enter your **entire email address**
2. **Domain** - leave blank
3. **Username** - enter your **entire lcisd email address, again**
4. **Password** - enter your lcisd issued password
5. **Description** - *Optional*: enter LCISD
6. **Next**

Enter **owa.smarshexchange.com** as your **Server** on the next screen and click **Next**. It will take a few seconds for your email credentials to be verified.



Customize Mail Settings

Once you've set up your account, take a moment to decide which mail options you'd like to turn on. Depending on your email needs, you might also like to set **Mail Days to Sync** to **No Limit**.

Teacher Tip – Temporarily Turn Off Email

Want to turn your email off for the weekend, or need to hand this iOS device over to a student? Temporarily turn off your email by selecting **OFF** next to mail, on this menu.

Delete your email account from this device, by selecting **Delete Account**.

Not sure which setting's you'll like? You can always visit this menu again by selecting:

1. Settings
2. Mail, Contacts, and Calendars
3. Then select your mail account's name.

