Getting Started

Accessing email on your iPad, iTouch 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

Enter owa.smashexchange.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.