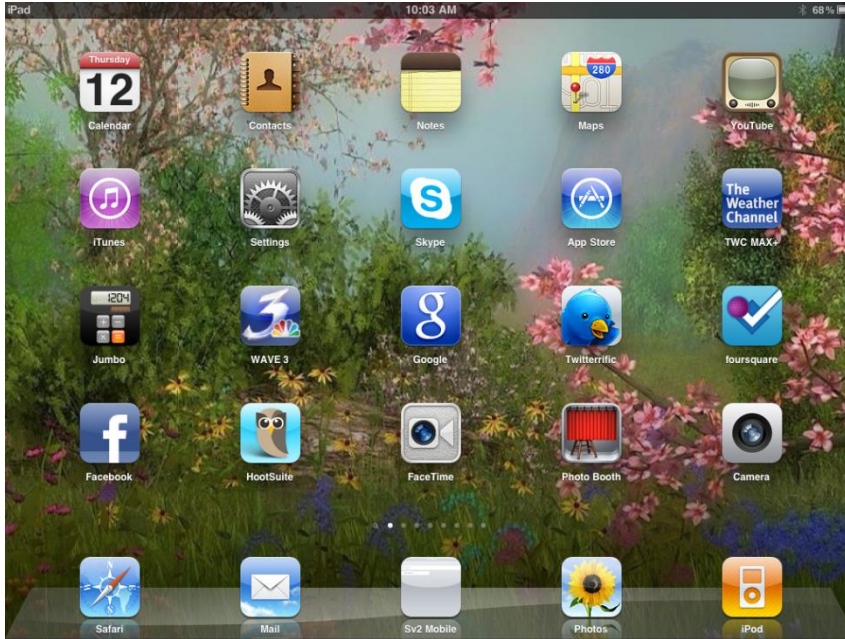


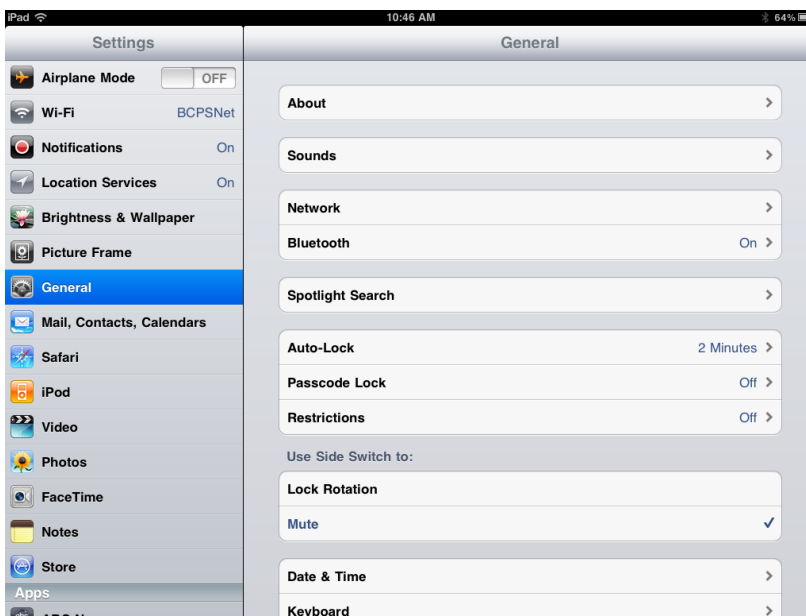
# *How to set up email on the Apple iPad 2*

## Exchange Email

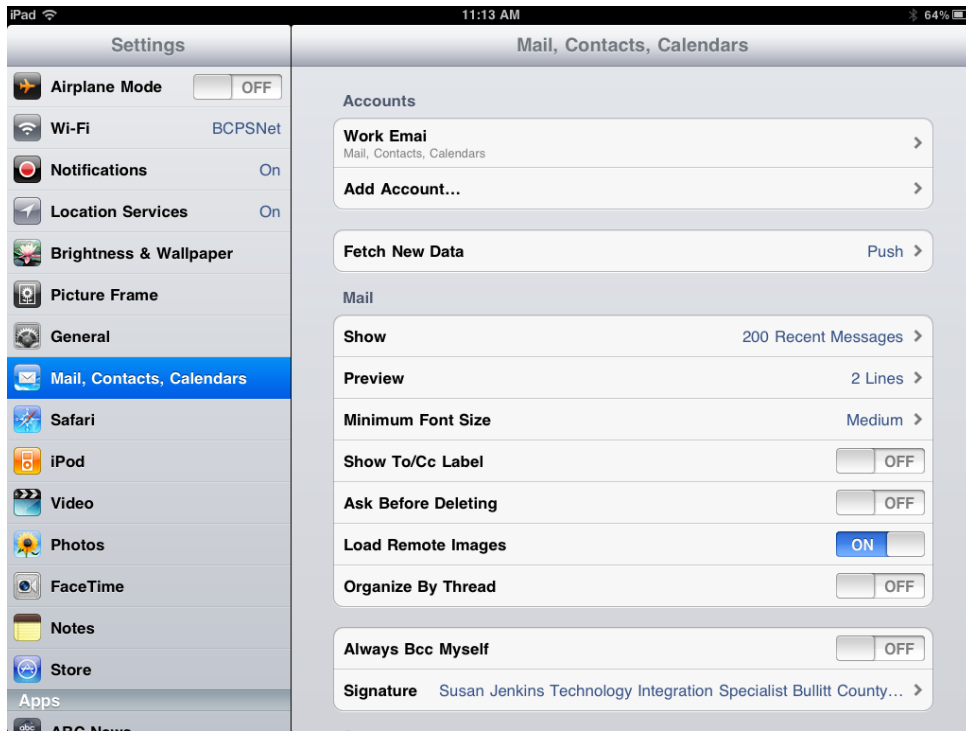
1. Tap settings



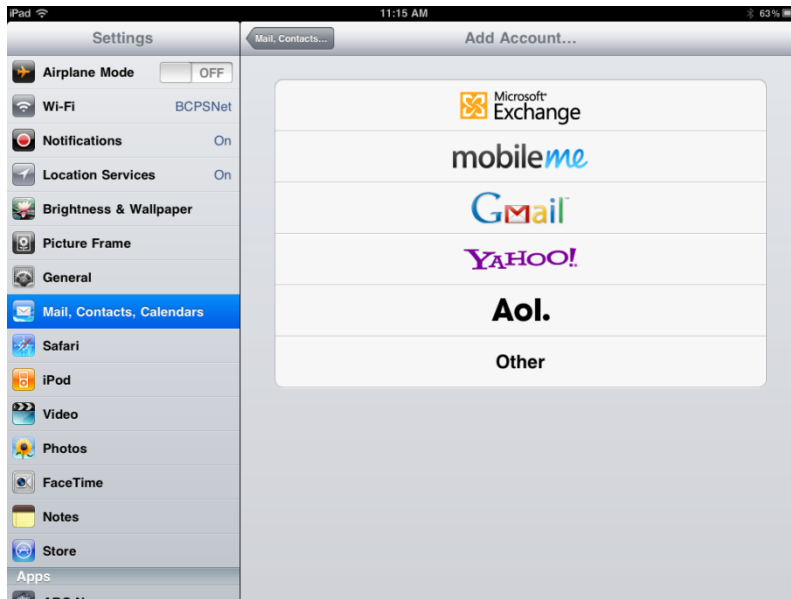
2. Select Mail, Contacts, Calendars



### 3. Select Add Account



### 4. Select Microsoft Exchange



5. Enter your Email address, Username (full email address), Password and a description that you wish to call your account (such as work). Click Next.

Exchange

Cancel Next

Email susan.jenkins@bullitt.kyschools.us

Domain Optional

Username susan.jenkins@bullitt.kyschools.us

Password ●●●●●●

Description Work Email

**NOTE: The Email address and your Username should be the same. You will enter your full Email address in both fields.**

6. You will now be asked to provide a server name. Enter outlook.office365.com.

Exchange

Cancel Next

Email susan.jenkins@bullitt.kyschools.us

Server Outlook.office365.com

Domain Optional

Username susan.jenkins@bullitt.kyschools.us

Password ●●●●●●

Description Work Email

7. On the last screen you will be prompted to decide which options you want synced from your E-mail account to your iPad. In most cases you will want to turn on Mail, Contacts, and Calendars so that you can see all of these when you are in various locations using your iPad.

