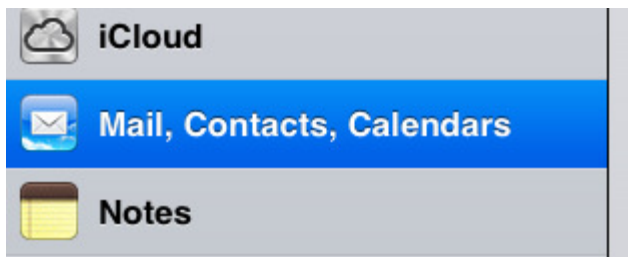


Set Up Email On Your Ipad/Iphone

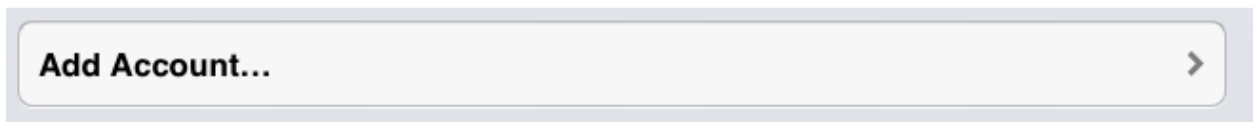
Start by going into *Settings*



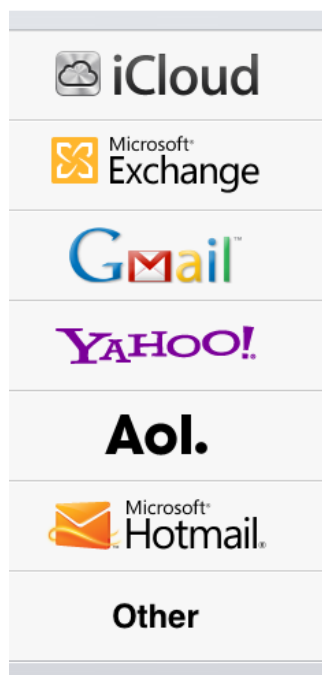
Go to *Mail, Contacts, Calendars*



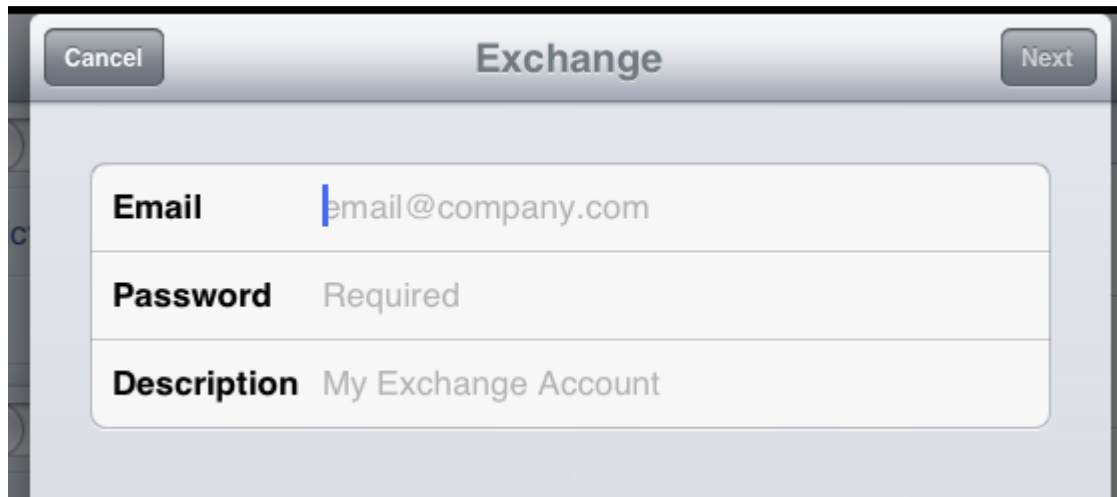
Click *Add Account*



Choose which mail service you wish to add:



For BUSD school mail choose *Microsoft Exchange*, you will then be prompted to enter your email address, password and a name for the account.



Exchange

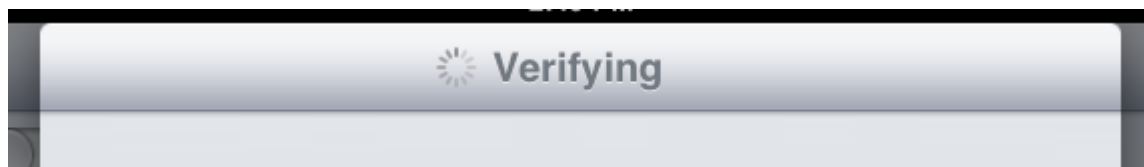
Cancel Next

Email email@company.com

Password Required

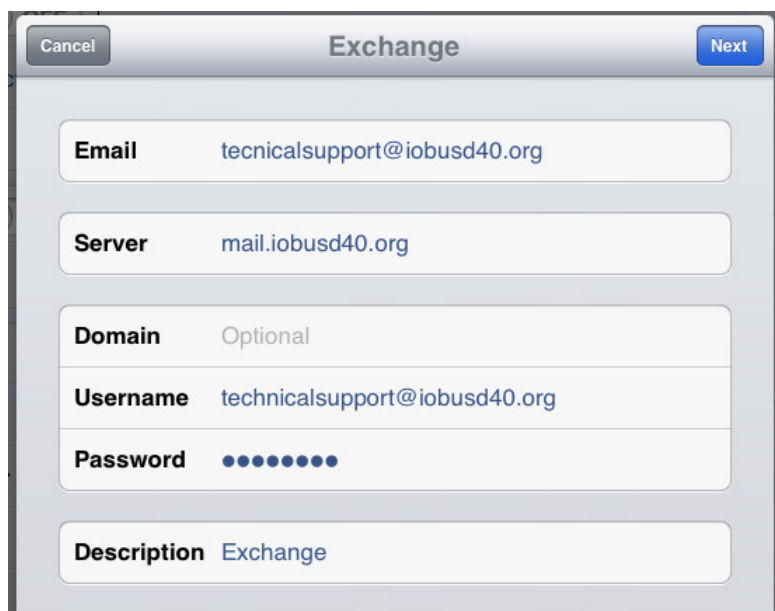
Description My Exchange Account

Once all the info is entered the next button will become blue and allow you to verify the information.



You will have to enter the *server* info to connect properly:

mail.iobusd40.org goes in the server field



Exchange

Cancel Next

Email technicalsupport@iobusd40.org

Server mail.iobusd40.org

Domain Optional

Username technicalsupport@iobusd40.org

Password ●●●●●●●●

Description Exchange

At the next window you will be able to change what you want to sync from outlook to your ipad.



Now your email is set up on your ipad. Take a few moments to check the settings on *Mail*, *Contacts*, *Calendars*

Mail Settings

Fetch New Data	Push >
Mail	
Show	50 Recent Messages >
Preview	2 Lines >
Show To/Cc Label	<input type="checkbox"/> OFF
Ask Before Deleting	<input checked="" type="checkbox"/> ON
Load Remote Images	<input checked="" type="checkbox"/> ON
Organize By Thread	<input checked="" type="checkbox"/> ON
Always Bcc Myself <input type="checkbox"/> OFF	
Increase Quote Level	On >
Signature	Sent from my iPad >

Default Account	Exchange >
Messages created outside of Mail will be sent from the default account.	
Contacts	
Sort Order	Last, First >
Display Order	First, Last >
My Info	None >
Default Account	Exchange >
New contacts created outside of a specific account will be added to this account.	
Calendars	
New Invitation Alerts	<input checked="" type="checkbox"/> ON
Time Zone Support	Off >
Sync	Events 1 Month Back >
Default Alert Times	>
Shared Calendar Alerts <input checked="" type="checkbox"/> ON	
When enabled, you will be notified about new, modified, or deleted shared events.	

Fetch New Data

Push >

Fetch New Data: how often server is checked for new data

-*Push:* email is sent to your Ipad/Iphone immediately.

Below settings only apply when push is off:

-*Every 15 minutes, Every 30 minutes, Hourly:* checks for emails at the specified time period.

-*Manually:* only checks for email when mail is open or running in the background.

Mail

Show

50 Recent Messages >

Preview

2 Lines >

Show To/Cc Label

☐ OFF

Show: How many messages are shown at one time.

Preview: The number of lines that are shown when listing emails received

Show To/Cc Label: Displays the to and cc header on emails received

Ask Before Deleting

☒ ON

Load Remote Images

☒ ON

Organize By Thread

☒ ON

Ask Before Deleting: confirm deleting a message

Load Remote Images: enables, disables automatically loading of images

Organize By Thread: when viewing a message this setting will allow easy viewing of previous messages.

Always Bcc Myself

☐ OFF

Increase Quote Level

On >

Always Bcc Myself: Sets whether or not to send a copy always or not.

Increase Quote Level: indents original message when replying or forwarding

Signature

Sent from my iPad >

Signature: Allows you to set a signature at the end of your messages, you can personalize it for each mail account or for all accounts.

All Accounts

Per Account ✓

Yahoo!

Exchange

Thank you,

Default Account

Exchange >

Messages created outside of Mail will be sent from the default account.

Default Account: Any messages sent through apps, or automatically created will be sent from the account you have selected here.

Contacts

Sort Order	Last, First >
Display Order	First, Last >
My Info	None >
Default Account	Exchange >

New contacts created outside of a specific account will be added to this account.

The *Contacts* section allows you to change how the contacts are sorted and grouped. It also sets which of the accounts are the defaults used for adding contacts.

Calendars

New Invitation Alerts	<input checked="" type="checkbox"/> ON
Time Zone Support	Off >
Sync	Events 1 Month Back >
Default Alert Times	>

This section will let you change if you are alerted if new invitations are sent, how far back you want to pull events from, and whether or not to play sounds when there are birthdays, general events, and All-Day Events.

Birthdays	None >
Events	None >
All-Day Events	None >

If you have more than one account there will be an extra setting *Default Calendar*. This setting will let you change which account calendar is you default that events will be added to from non mail sources.

Default Calendar	Calendar >
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