

Setting Up School E-Mail on the iPad

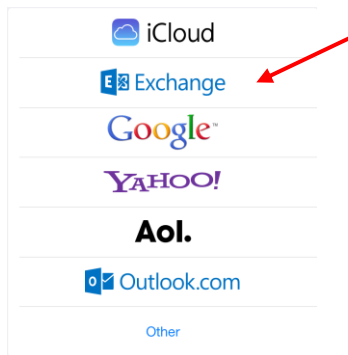


1. Touch the Settings Icon

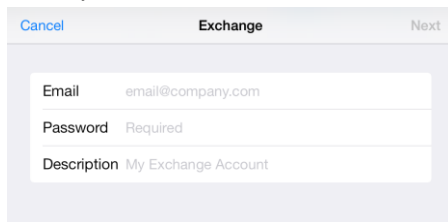
2. In Settings touch Mail, Contacts, Calendars on the Left Menu



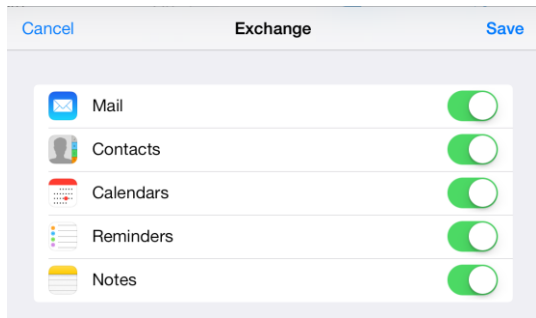
3. In the Accounts section Touch Add Account, then select Exchange



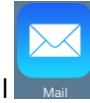
4. Enter your Email Address, Password, and a Description of the Account



5. Verify settings for features that you want and touch Save



6. Go to your home screen and touch the Mail Icon to begin getting E-Mail



For specific information on how to use the Mail App consult the iPad user Guide available on the Newport and Apple Websites.