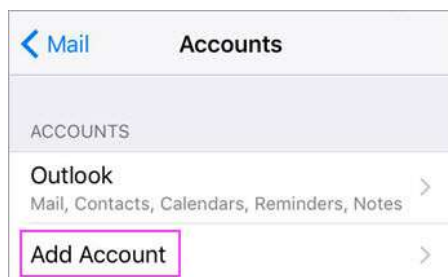


This walk-through will guide you to connecting your mobile Apple device to receive district email. Keep in mind the mail applications on iPad and iPhone do not give you the same functionality as the desktop Outlook client. While on a school site, you should use Microsoft Outlook as installed on every Computer for maximum functionality and security.

***DISCLAIMER: varying models and OS versions may have screens which appear differently than these instructions. The primary content remains the same:**

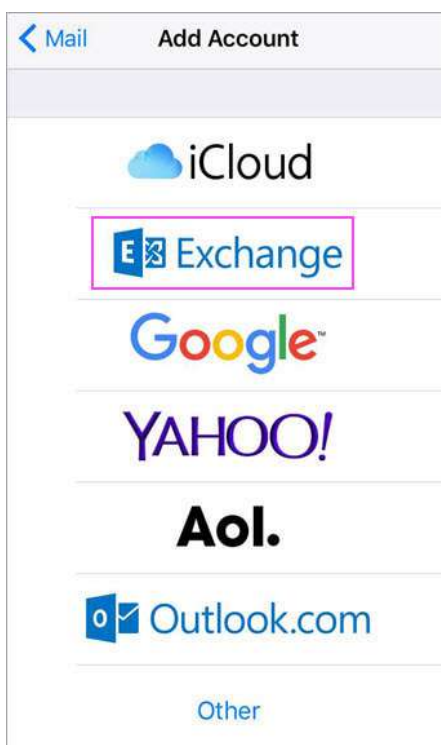
STEP 1:

Go to your device's **Settings**, scroll down and tap **Mail > Accounts > Add Account**.



STEP 2:

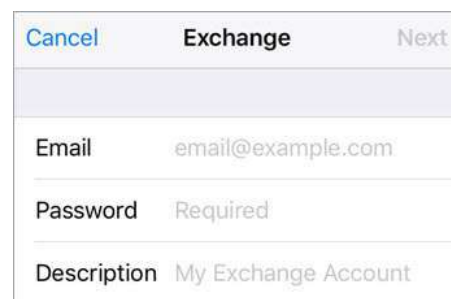
Select **Exchange**.



STEP 3:

Enter your Westside email address, password, and a description of your account. Tap **Next**.

NOTE: Your email address should be your Westside USD account. Such as @westside.k12.ca.us.



STEP 4:

If you're prompted to enter server settings, enter the following and tap **Next**.

- **Email:** your full email address
- **Server:** outlook.office365.com
- **Username:** your full email address
- **Password:** email account password

STEP 5:

The Mail app may request certain permissions such as accessing your calendar and contacts. To agree, tap **Yes**.

Then choose the apps you want your email account to sync with your iOS device and tap **Save**.

STEP 6:

Now you're all set to go!

