

How to setup Office 365 email on your iPad or iPhone.

If you had your NWCS email already setup you need to delete it first.

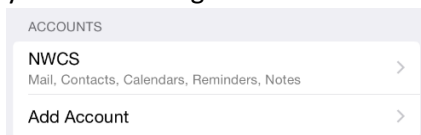
1. Go to settings



2. Go to Mail, Contacts and Calendars



3. Under accounts on the right, select your NWCS account (yours maybe named exchange if you didn't change the name of it when you set it up.)



4. Select "Delete Account" from the bottom of the accounts screen.



5. Select "Delete" when it says "Deleting this account will remove its notes, reminders, contacts and calendars from your iPad".

Adding your account to your iPad or iPhone.

You can use 1 or 2 mail clients to do this. The apple client which is what you have used in the past, or you can download the new Office Outlook app from the app store (it's free).

Office Outlook App

1. Download the Office Outlook App from the App Store.
2. Launch the new downloaded Office Outlook app.
3. Select "Add an Account"
4. Select office 365
5. Login with your username@nwcs.k12.in.us this is the same number you use to login to your computer (ie. 60015@nwcs.k12.in.us). Your password is the same one you use to login to your computer also.
6. Select Sign in

Default Apple client

1. Go to settings
2. Select Mail, Contacts, Calendars
3. Select "Add Accounts" on the right
4. Select Exchange
5. Setup your account
 - a. Enter your email address (ie firstname.lastname@nwcs.k12.in.us)

- b. Enter password (the one you use to login to your computer)

Email	byron.gerber@nwcs.k12.in.us
Password	●●●●●●●●
Description	Exchange

6. Advanced setup options

- a. Change server to outlook.office365.com
- b. Add your username username@nwcs.k12.in.us this is the same number you use to login to your computer (ie. 60015@nwcs.k12.in.us).
- c. Change Description to "NWCS"

Email	byron.gerber@nwcs.k12.in.us
Server	outlook.office365.com
Domain	Optional
Username	60015@nwcs.k12.in.us
Password	●●●●●●●●
Description	NWCS

7. Select Next

- 8. Check the options you want synced to your device, select save.