

## iOS (iPhone, iPod Touch, iPad) District Exchange (Email) Setup Instructions

This document contains the instructions for how to setup an iOS (iPhone, iPod Touch, iPad) to receive your District 211 email, address book, and calendar.

1. On your iOS device, tap “Settings”



2. Tap “Mail, Contacts, Calendars”



3. Tap “Add Account...”



4. Tap “Microsoft Exchange”



5. Enter the following information:

**Email:** your full email address

(Including the @student.d211.org)

i.e.: [lastname4digits@student.d211.org](mailto:lastname4digits@student.d211.org)

**Domain:** Leave Blank

**Username:** Your full email address again

i.e.: [lastname4digits@student.d211.org](mailto:lastname4digits@student.d211.org)

**Password:** Your password (Initially your ID#)

**Description:** This can be whatever name you want the account to be called on your iOS device when you access email, contacts, or calendar



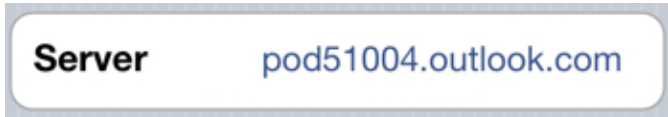
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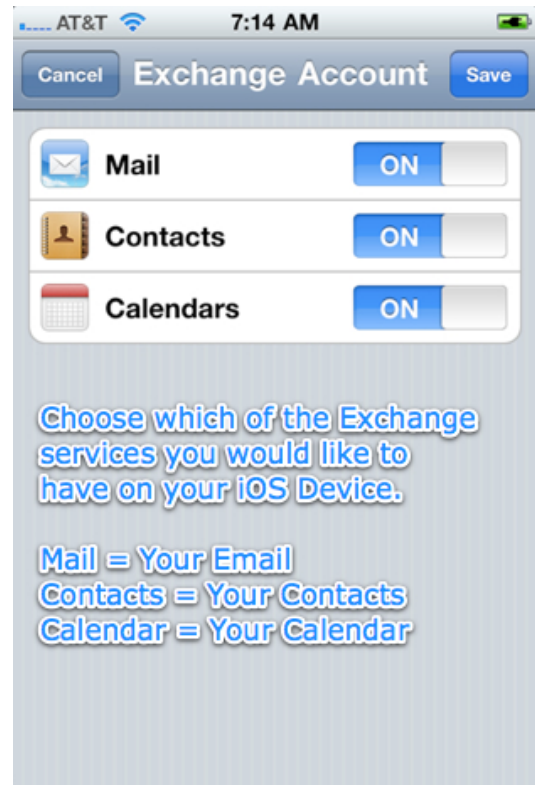
6. The system will now attempt to verify the information you entered.



7. After verifying, the screen will refresh and ask for a "Server".  
Enter: **pod51004.outlook.com**



8. The system will verify the server and then connect to the District Exchange server.
9. After you have successfully connected to the District's Exchange server, an options menu will popup.
10. Simply choose which of the Exchange services you would like to enable on your iOS Device.
- Mail** = Your Email
- Contacts** = Your Contacts
- Calendar** = Your Calendar
11. Tap "Save" and your iOS device is now setup!



Now that your iOS device is configured, you can change the settings at any time by going back into Settings>Mail, Contacts, Calendars.

**Please Note:** Because of the way Exchange works, it **REQUIRES** a passcode to be enabled on the iOS device. If you do not have one enabled, your device will prompt you to create one. Simply follow the on screen prompts.