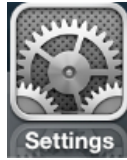


Adding District Email to an iPad

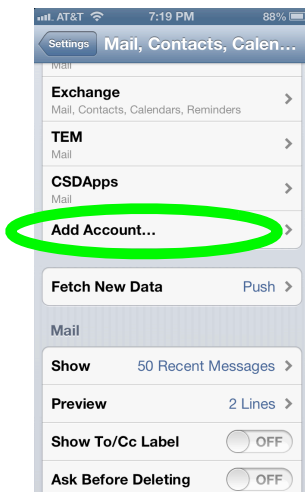
1. Tap on the Settings app on your iPad.



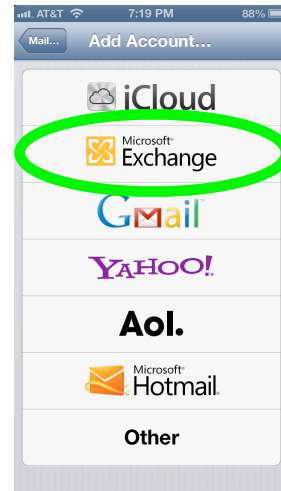
2. In settings find Mail, Contacts, Calendars and tap on that setting.



3. Find Add Account... and tap on it.

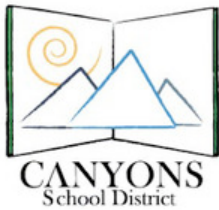


4. You will be adding an Microsoft Exchange account.



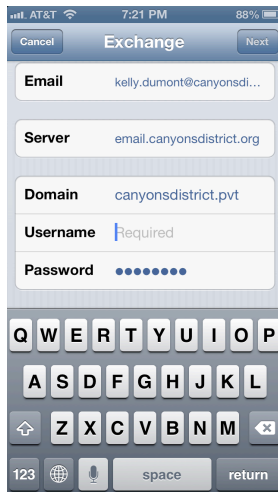
5. On this screen you will enter your complete email address, your password and what you want this account to be called (Description). Tap the Next button.



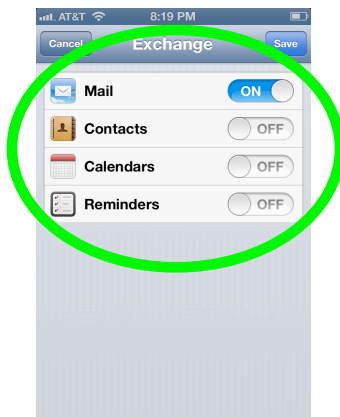


Canyons School District
Education Technology Department
9361 S. 300 E.
Sandy, UT 84070
Help Desk: 801-826-5544

6. Fill in your email address again. For the server enter email.canyonsdistrict.org. For the user name type firstname.lastname. Enter your password. For the domain enter canyonsdistrict.pvt.



7. Tap on the Next button and your account will be verified. If everything is correct, you will see check marks briefly. Then you may choose to add your Calendar, Contacts, and Reminders, from this account.



8. Now you can close this and go to the Mail app to receive your email.