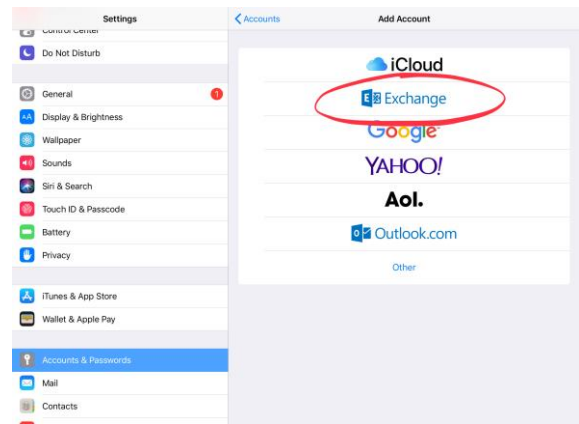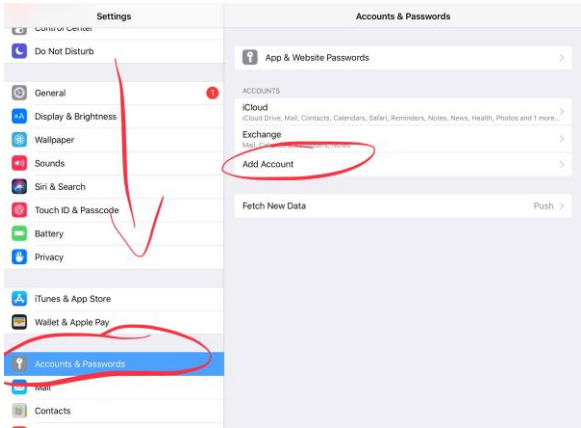# Set up Staff Exchange Email on an iPad iOS 11
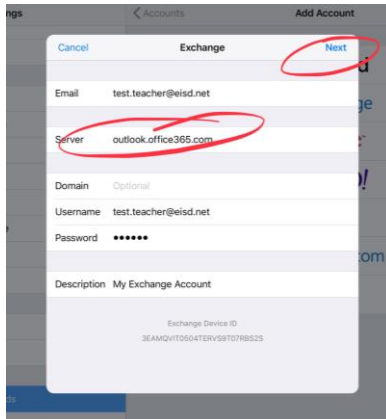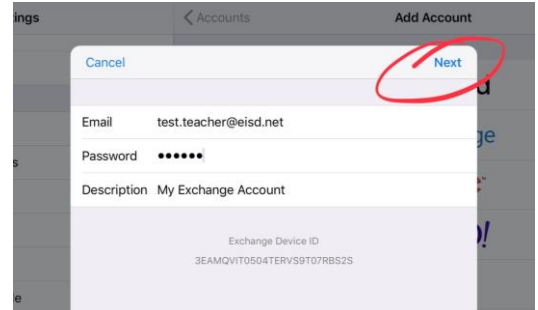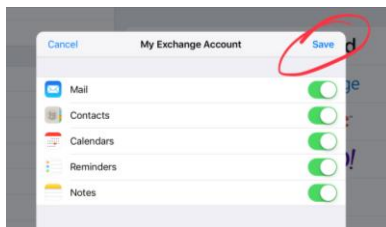
Tap **Settings** → Tap **Accounts &Passwords** →Tap **Add Account** →
Tap **Exchange**

1. Type your full district email address in the Email field and your email password (for example, firstname.lastname@eisd.net) →
Tap **Next**

2. In the Server box, enter **outlook.office365.com** →Leave **Domain blank** → Type the **complete email address for Username** → Tap **Next**

3. Tap **Save**. By default, Mail, Contacts, Calendar, Reminders, and Notes are synchronized.

4. Use the Mail App to send and receive email.

Edgewood ISD Instructional Technology Department