

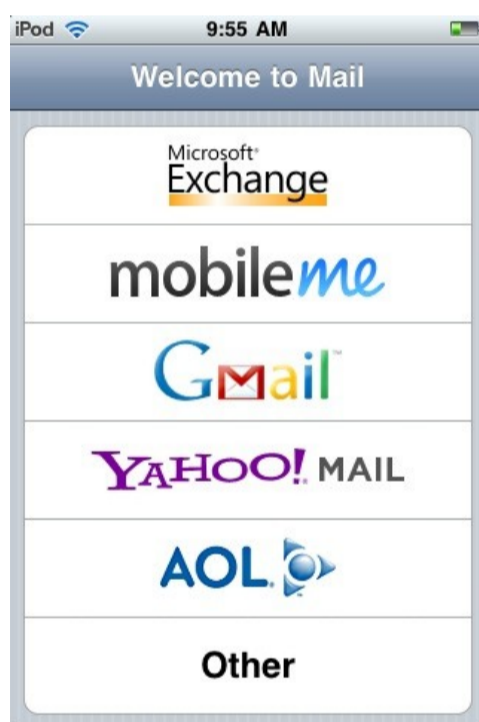
Setting up your school email after you have set up your personal email account



Step 1:

Click on the settings icon on your home screen.

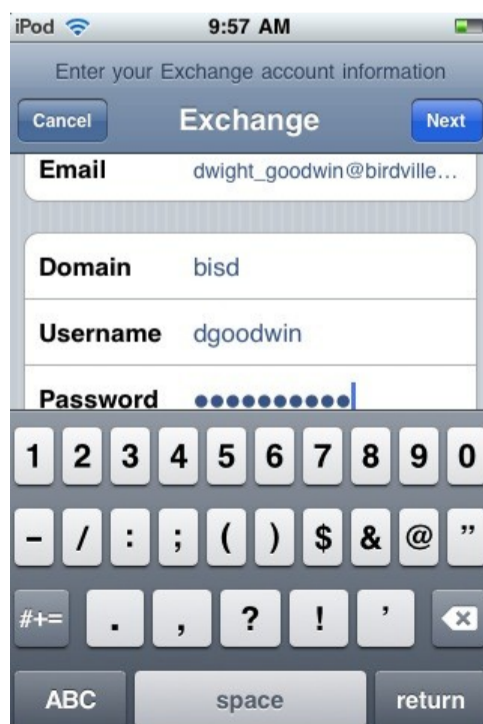
Click on Mail, Contacts, Calendars



Step 2:

This will bring you to a screen that looks like the one on the left.

Click on Microsoft Exchange



Step 3:

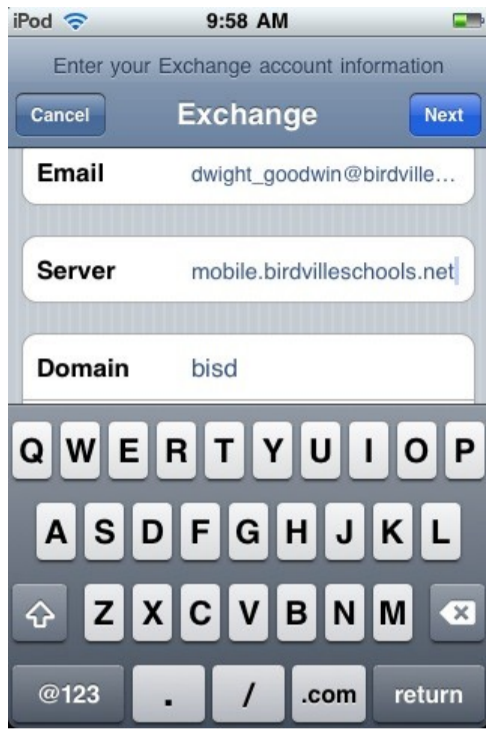
Email: Your email address

Domain: bisd

Username: what you log in with in the morning

Password: Same as you log in with in the morning

Click Next



Step 3:

Server: mobile.birdvilleschools.net

Click Next



Step 4:

IMPORTANT!!!!

Critical step... It will automatically sync your email however if you choose to select contacts and calendars you could DELETE all your contacts and appointments you already have on your phone and replace them with the BISD contacts and calendars.

You have been warned...

Click Done



You are ready to go