	ICT	U:\PUBLIC\ICT\Notebook-Netbook Program\Proformas\Agreements\2015 iPad Documantation\Setting up School Email on your iPad.docx
	iPads for Learning Program	
	Setting up School Email on your iPad	Responsibility: IT Manager **and Business Manager**
Date Created: 15/11/2013	**Last Updated:** 8/08/2013 **Review Date:** 01/07/2015	**Number of Pages: 3**

Setting up School Email on your iPad
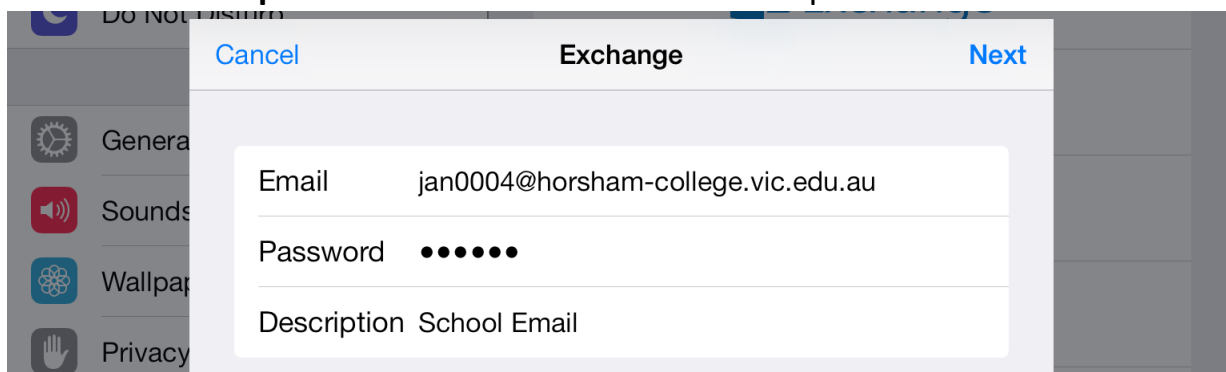
1) Tap on the **Settings** icon.
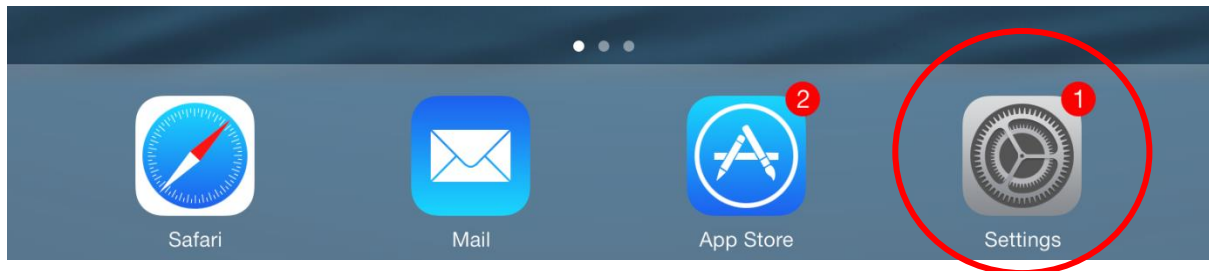
2) From the left hand side menu, Tap on **Mail, Contacts, Calendars**.
   Then select **Exchange** from the right hand side.
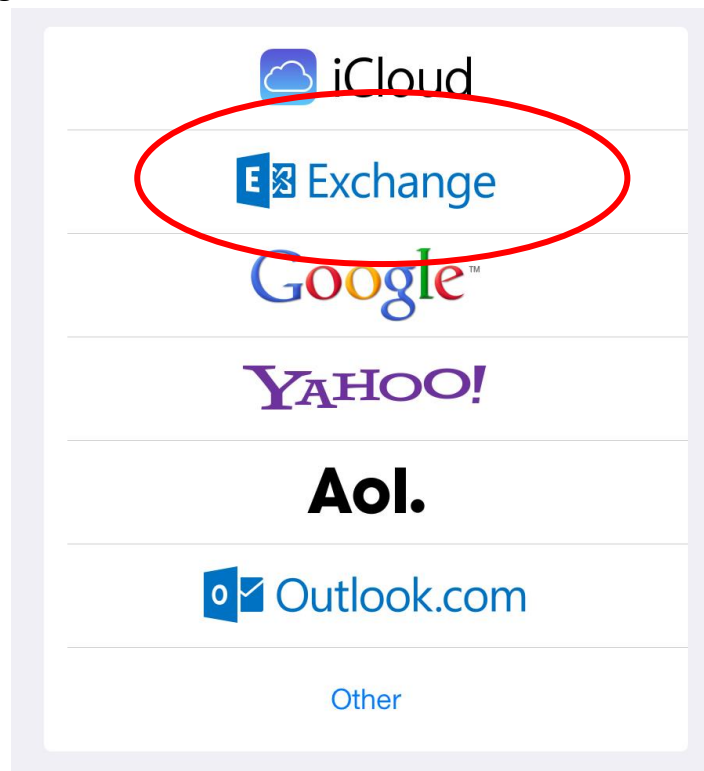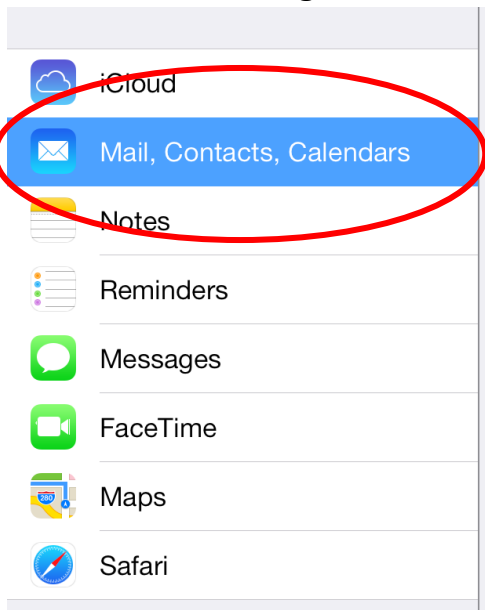
3) Enter in your School email address in the **Email** field (eg. stu0099@horsham-college.vic.edu.au), followed by your School password in the **Password** field. Give this account a **Description** such as "School Email" then tap **Next**.


4) Fill in the following details as listed to their corresponding field.

Email:	Your school email address (eg. stu0099@horsham-college.vic.edu.au)
Server:	mail.horsham-college.vic.edu.au
Domain:	HORSHAM-COLLEGE
Username:	Your school username/student code (eg. stu0099)
Password:	Your school password
Description:	School Email

Once you have filled in the details, tap **Next**.
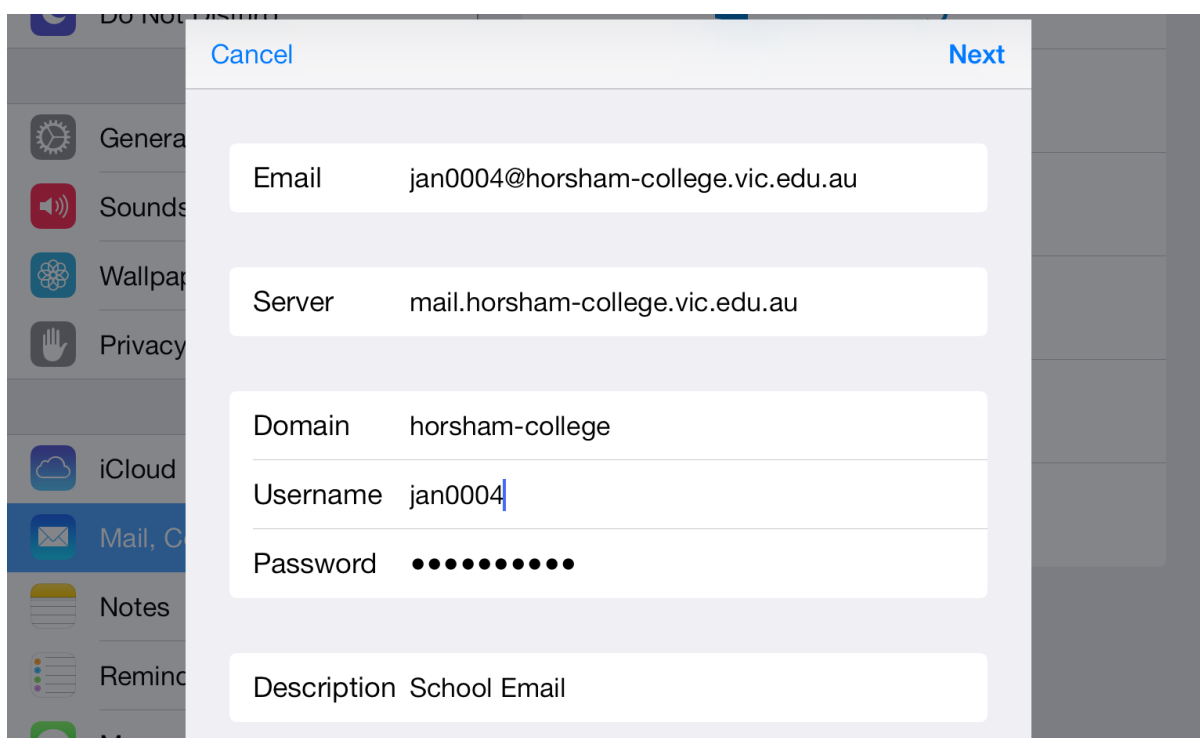
5) Select the options you wish to Sync to your iPad from your School account then tap **Save**.
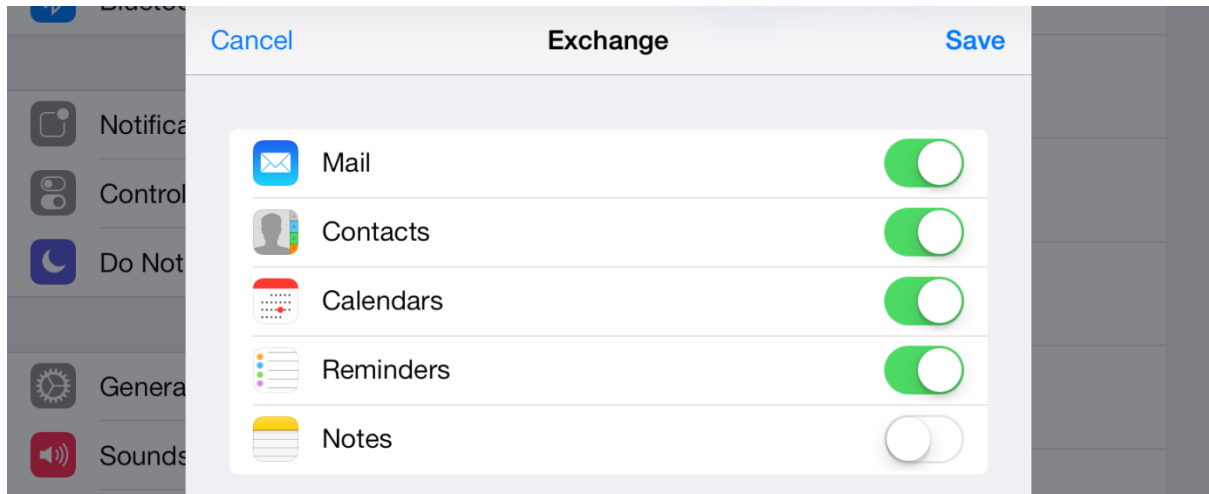
6) Once completed you can access your School Email by tapping on the Mail icon.