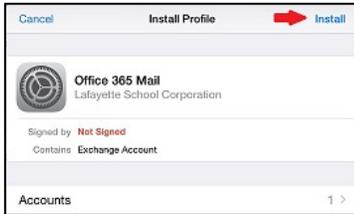


Setting up iPad or iPhone to receive Office 365 Mail

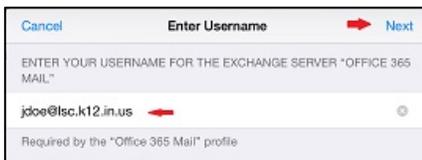
1. Open Safari on the iOS device and navigate to <http://www.lsc.k12.in.us/departments/technology/email>
2. On that page, tap the "Link to the iPhone or iPad Config App." Tapping that link will take you to a page asking to install a profile named "Office 365 Mail". Tap Install at the top right. You will be taken to a page asking for consent to install the profile and noting that the profile is unsigned. Tap Install. Enter your iPad passcode to install the profile. You will get a confirmation screen, again tap Install.



3. On the first screen you will be prompted to enter the email address (example: `jdoe@lsc.k12.in.us`) and tap Next.



4. On the next screen you will be prompted to enter your username. **You will enter your complete email address here.** (example: `jdoe@lsc.k12.in.us`). Enter this information and tap Next.



5. On the third screen you will be prompted for your password. Type your password and tap Next. Note: This will be your domain password/email password/computer log in password.



6. On the final confirmation screen, tap Done. It may take up to 1-3 minutes for mail to begin showing up in Mail.



By default, this profile sets the amount of mail to be continuously synced at one week. It is possible to modify that. It is also possible to change how you are notified of incoming mail using the Notification Center.

Disclaimer: Setting up E-Mail on your iOS device initiates an Exchange ActiveSync connection to Office 365. This connection will register your device (even a personally-owned one) with your Office 365 account. This device registration is not something that can be deactivated by LSC Technology.. We disclose this information because this registration allow you as the user to initiate a "remote wipe" of your device (even a personally-owned one) from within Outlook Webmail.

You can avoid this by not initiating such a "remote wipe" from Office 365. To prevent your device from being registered with Office 365 entirely, do not setup your mobile device to access Office 365 Mail. If you later wish to remove Office 365 Mail, simply remove Office 365 Mail by opening the Settings app and under General, swipe to the bottom of the page to Profiles. You can remove the Office 365 Mail profile from here and the device will no longer be registered.