

iOS Devices (iPhone, iPad, iPod Touch)

1. Go to Settings Menu
2. Select Mail
3. Add account
4. Choose Microsoft Exchange
5. Fill in the fields using the image as a guide.
 - a. For the “Server” field to show, enter all the other fields and then click “NEXT”

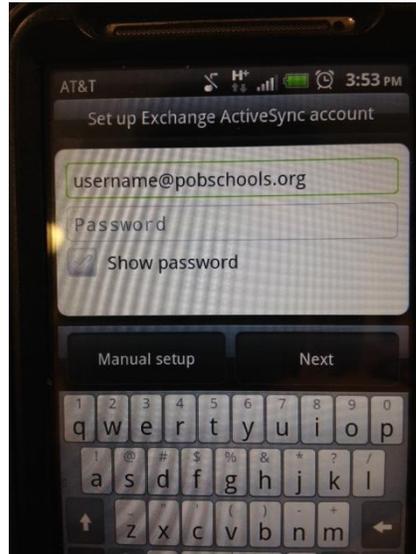


The screenshot shows an iPhone interface during the 'Verifying' step of an Exchange account setup. The status bar at the top indicates 'Sprint' service, signal strength, Wi-Fi, cellular data, the time '3:44 PM', and a 55% battery level. The main screen has a blue header with a loading spinner and the word 'Verifying'. Below this are several input fields: 'Email' with the value 'username@pobschools.org', 'Server' with 'webmail.pobschools.org', 'Domain' with 'pob', 'Username' with 'school username', 'Password' with seven blue dots, and 'Description' with 'POB'. The background has a light blue vertical striped pattern.

6. Check off which items you would like to sync with your iOS device.
7. Click “Save” to finish.

Android Devices (Phones and Tablets)

1. Open the Settings Menu
2. Select "Accounts and Sync"
3. Select "Add Account"
4. Select "Microsoft Exchange ActiveSync" under "More Accounts".
5. Enter your school email address and current password.



6. Click Next
 - a. If a Security Warning pops ups, please click "Continue".
7. Enter the info listed in the following picture (using your credentials).
 - a. Make sure to check off "This server requires an encrypted SSL connection".



8. In the next screen you can customize your settings (syncing contacts, mail, and calendar) and how often to fetch email.
9. Click "Next" when done.
10. On the following screen you can name the account. Click "Finish Up" when done.