## Adding a USD 489 Email Address to an Apple Device

Please note: The district supports the addition of your email account to district-owned devices. Add your email account to your own devices as you have need, but please note that it is not required for any district employee.

1. Open the Settings app on your device – the icon looks like this



2.	Once open, scroll down the menu at the left and tap on "Accounts and Passwords"	iPad 🗢	Settings	8:36 AM Accounts & Passwords		¥ 10% 🚺 +
		() _^_	General Display & Brightness	App & Website Passw	ords	>
	Once selected, you'll see this window at the right of your screen	) (**) (**)	Wallpaper Sounds Siri & Search	ACCOUNTS iCloud iCloud Drive, Contacts, Calendars, Add Account	Safari, Reminders, Notes, Storage & Backup	>
3.	Tap "Add Account"		Passcode Battery Privacy	Fetch New Data		Push >
			iTunes & App Store			
			Accounts & Passwords Mail Contacts			
4.	Tap "Exchange"	iPad 🗢	Settings	8:37 AM	Add Account	* 10% 🍋 +
		(C) ^A	General Display or ongline see		<ul> <li>iCloud</li> </ul>	
		<b>**</b>	Wallpaper Sounds			
			Siri & Search Passcode		YAHOO!	
			Battery Privacy	-	Aol.	
		🐣	iTunes & App Store		Outlook.com	
		•	Accounts & Passwords			
5.	Type in your @usd489.com email address next to "Email"	iPad 🗢	Settings General Cancel Display & Brightness	8:37 AM Accounts Exchange	Add Account	* 10% - +
6.	Then tap in the text box next to "Description" and the word "Exchange" will appear – leave it alone		Wallpaper Email email sounds Description	il@example.com		

- Siri & Search
- 7. Tap "Next in the top right corner after you've completed steps 5 & 6 and "Next" has turned blue

8. When this window appears, tap "Configure Manually"

Cancel	Exchange	Next
Email	mhenderson@usd489.com	
Description	Exchange	
	Sign in to your "usd489.com" Exchange account using Microsoft? Your email address will be sent to Microsoft to discover your Exchange account information.	
	Sign In	

- 9. Enter your password this is the same one you use to login to your district computer or to your email
- Settings
   Accounts
   Add Account

   Image: Cancel
   Cancel
   Next

   Image: Cancel
   Next
   Next

   Image: Cancel
   Mailpaper
   Email
   mhenderson@usd489.com

   Image: Cancel
   Password
   Required

   Image: Cancel
   Description
   Exchange
- 10. When this window appears, enter "mail.usd489.com" for the Server
- 11. Enter "usd489" for the Domain
- 12. Enter your Username which is the first half of your email address before the @
- 13. Tap "Next" in the top right corner -
- 14. Tap "Save" on this screen feel free to turn off any of these items, but there's nothing wrong with leaving them all on



