

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.

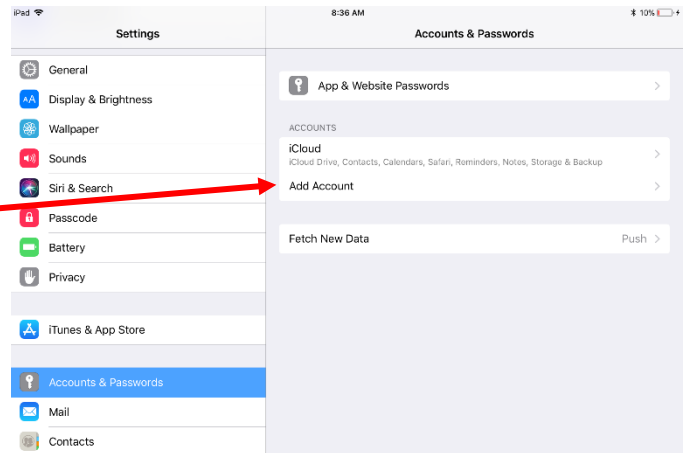
1. Open the Settings app on your device – the icon looks like this



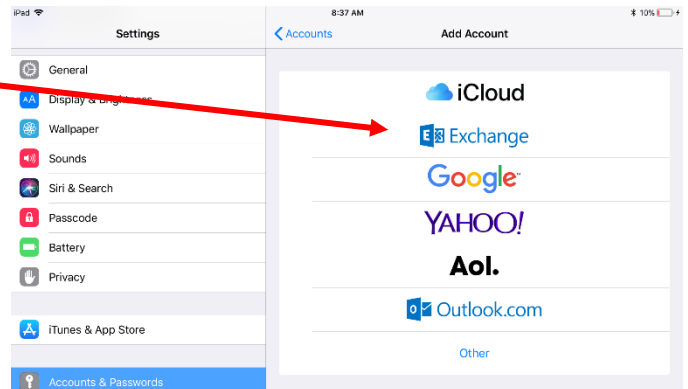
2. Once open, scroll down the menu at the left and tap on “Accounts and Passwords”

Once selected, you’ll see this window at the right of your screen

3. Tap “Add Account”



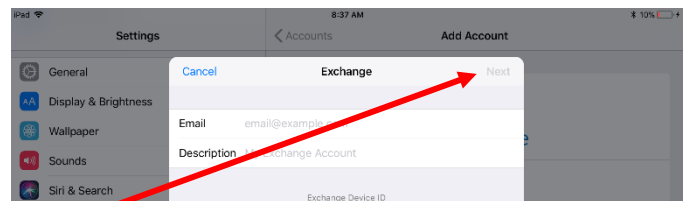
4. Tap “Exchange”



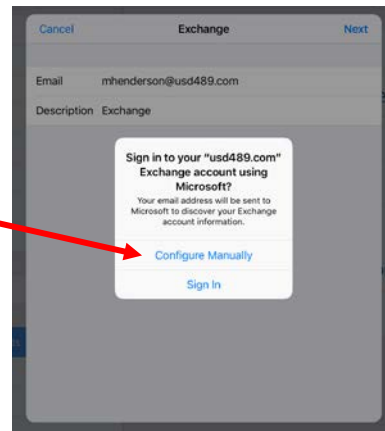
5. Type in your @usd489.com email address next to “Email”

6. Then tap in the text box next to “Description” and the word “Exchange” will appear – leave it alone

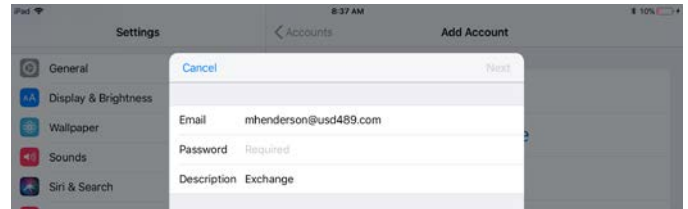
7. Tap “Next in the top right corner after you’ve completed steps 5 & 6 and “Next” has turned blue



8. When this window appears, tap “Configure Manually”



9. Enter your password – this is the same one you use to login to your district computer or to your email

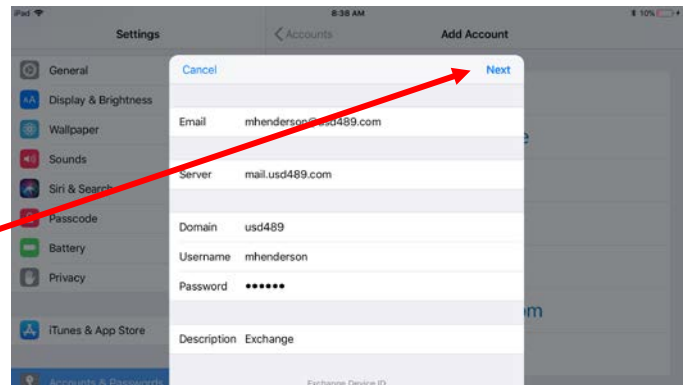


10. When this window appears, enter “mail.usd489.com” for the Server

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

