

## Setting up Mail for iPad/iPod/iPhone Mail Application



The screenshot shows the 'Mail, Contacts, Calendars' settings screen. At the top, there is a blue header with a mail icon and the text 'Mail, Contacts, Calendars'. Below this is a white button labeled 'Add Account...' with a right-pointing chevron. Underneath is a grey button labeled 'Other'. Below that is another white button labeled 'Add Mail Account' with a right-pointing chevron. The screen then transitions to a 'New Account' setup screen. At the top of this screen are 'Cancel' and 'Next' buttons. The main area contains four input fields: 'Name' with the placeholder 'First Last', 'Email' with 'username@epsd.org', 'Password' with a masked field of dots, and 'Description' with 'Epsd'. At the bottom are 'Cancel' and 'Save' buttons. The screen then transitions to a screen where the user can choose between 'IMAP' and 'POP'. The 'POP' option is selected and highlighted in blue. Below this are three input sections: 'Name' (placeholder 'First Last'), 'Email' (placeholder 'username@epsd.org'), and 'Description' (placeholder 'Epsd'). The 'Incoming Mail Server' section has three fields: 'Host Name' (empty), 'User Name' (placeholder 'username@epsd.org'), and 'Password' (masked). The 'Outgoing Mail Server' section also has three fields: 'Host Name' (empty), 'User Name' (placeholder 'username@epsd.org'), and 'Password' (masked).

- 1) Start by selecting the “Settings” icon
- 2) Select “Mail, Contacts, Calendars”
- 3) Select “Add Account...”
- 4) Select “Other”
- 5) Select “Add Mail Account”
  
- 6) Fill in your information
  
  
  
  
  
  
- 7) Make sure to select “POP”
- 8) Fill in the information
- 9) Make sure the following information is filled correctly:
  - a. Income Mail Server Hostname:  
outlook.office365.com
  - b. Outgoing Mail Server Host Name:  
smtp.office365.com
  - c. User name: full E-mail Address
- 10) If a window pops up asking if you would like to use “SSL”, please click “OK”

