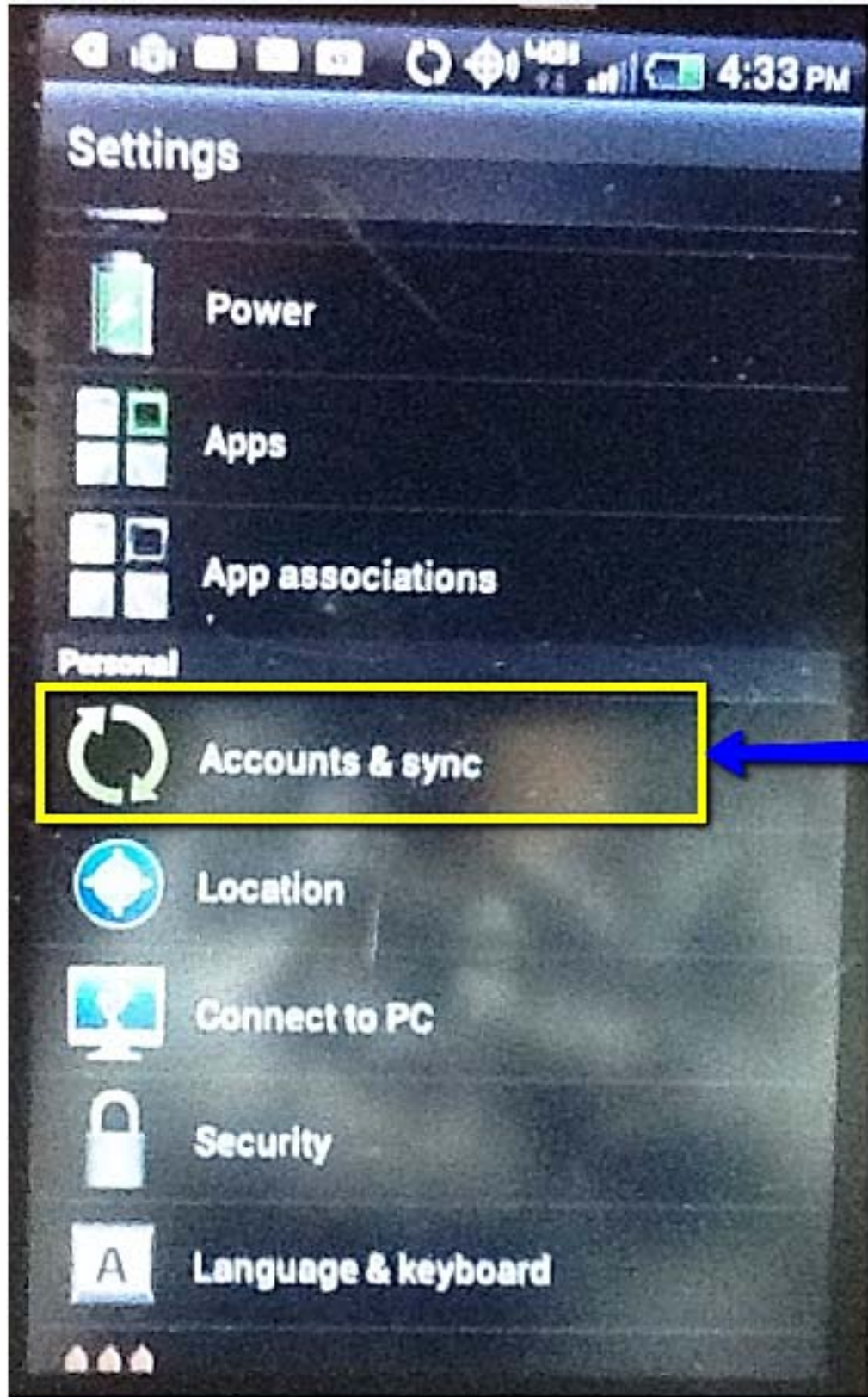




Click on settings icon on your smart phone



Select Accounts & sync

Add an account

- AIM
- Backup Assistant
- Exchange ActiveSync**
- Facebook for HTC Sense
- Flickr
- Google
- Mail
- News
- Twitter for HTC Sense
- Windows Live Messenger

Select Exchange ActiveSync



The Exchange setup screen will open:
you will then have to enter the following
information:

Email - Enter your entire email address,
using all lowercase letters.
(e.g., abbass@leoniaschools.org)

Password - Enter in the password for your
email account.

Set up Exchange ActiveSync account

Email address

yourname@leoniaschools.org

Server address

webmail.leoniaschools.org

Domain

leoniaschools

Username

yourname

Password

.....



This server requires an encrypted SSL connection

Back

Next

Email address - your complete email address

Server Address - enter in "webmail.leoniaschools.org" minus the parenthesis

Domain - enter leoniaschools

Username - your Outlook email login username

Password - your current email password

SSL Required - make sure this is checked before you click on Next

Exchange ActiveSync settings

Select the data to synchronize with the Exchange Server

Mail

Contacts

Calendar

Update schedule

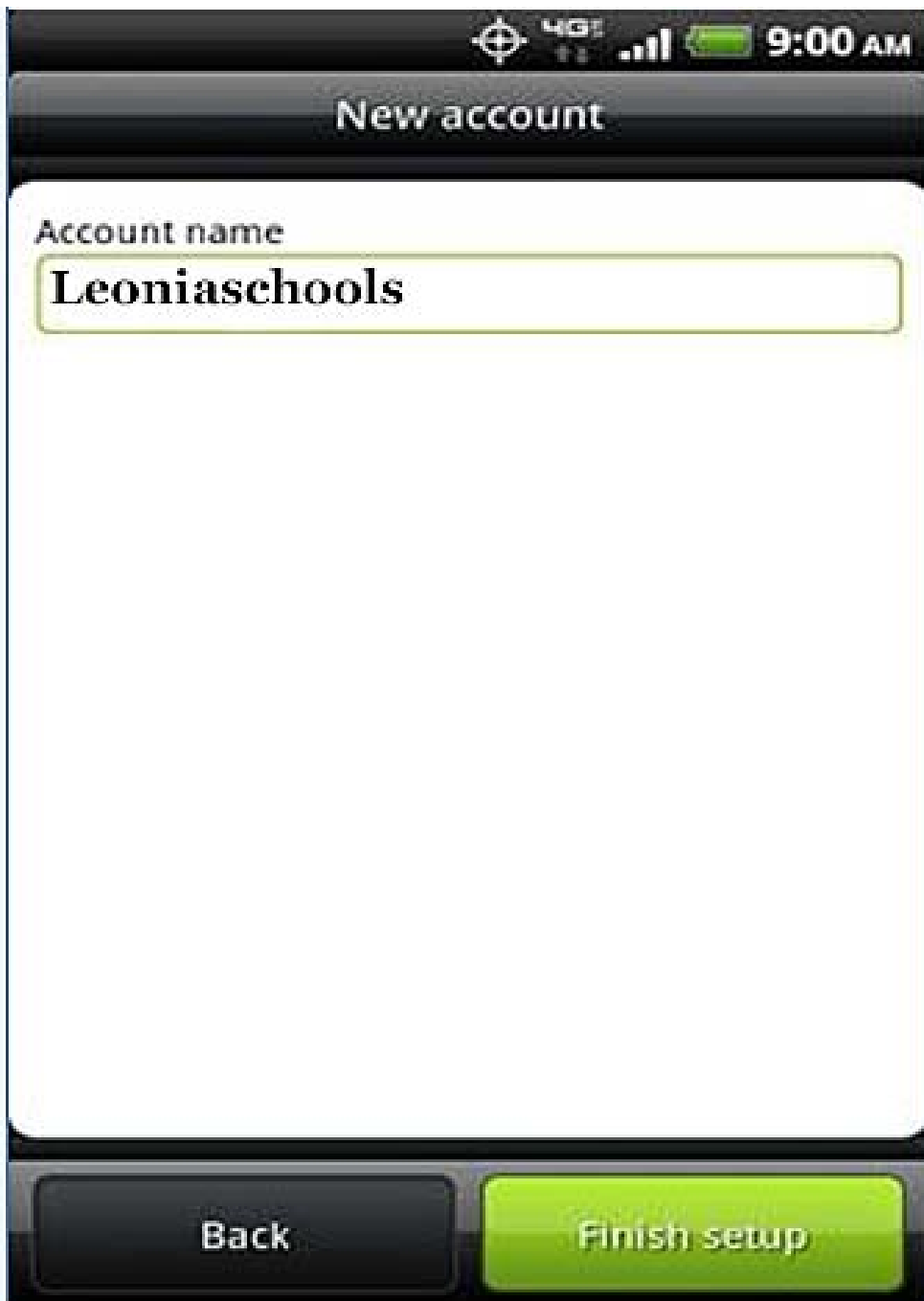
Push mail
Get mail as soon as it arrives

Every 15 minutes
Save battery power and use less data

Back

Next

Select what data and when to synchronize with the exchange then select Next.



Enter Leoniaschools and then select Finish setup.

Congratulations!!!

You have

successfully

added the

leoniaschools.org

email account.