



Tap the Settings icon on the iPhone



2. Tap Mail, Contacts,  
Calendars



3. Tap Add Account

3:00 PM

Mail...

Add Account...



Microsoft  
Exchange



mobileme

Gmail

YAHOO!

Aol.

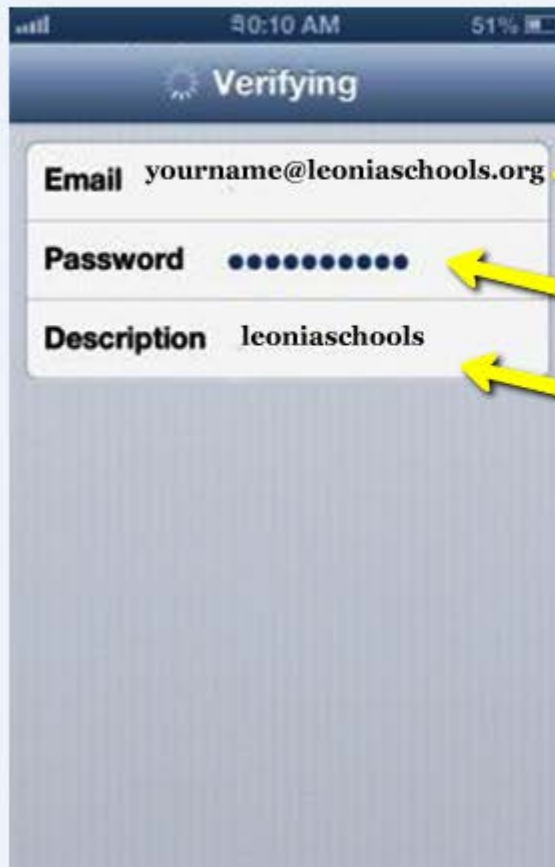
Other

4. Tap on Microsoft Exchange



5. 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.
- \* Description - Enter leoniaschools



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Tap the Next button and it will attempt to verify the account. You may receive an "Unable to Verify Certificate message", go ahead and Tap the Accept button.

Verifying

Email youremail@leoniasschools.org ✓

Server webmail.leoniaschools.org ✓

Domain leoniaschools ✓

Username yourname ✓

Password ●●●●●●●● ✓

Description Leoniaschools ✓

The device will then continue to verify the account. Once complete, tap the Server field, and enter in "webmail.leoniaschools.org" minus the parenthesis.



Tap the Next button and the device will then try to create a secure (SSL) connection to the Exchange server. When connected, you'll see check marks along your settings to confirm that your account has been verified.



11:08 AM

Cancel

Exchange

Save



Mail

ON



Contacts

ON



Calendars

ON



Reminders

ON

Tap the ON/OFF buttons to select which information to synchronize with the Exchange server and then tap the Done button when finished.

**Congratulations!!!**

**You have**

**successfully**

**added the**

**leoniaschools.org**

**email account.**