**iPhone/iPad Email setup for L’Anse Creuse Public Schools**

- Begin by going to your iPhone’s Settings app then select Mail. Tap Accounts > Add Account.
- Select Microsoft Exchange.

![Image of email setup screen]

- Enter Email address and type in a description. You can leave the default “Exchange” if you’d like. Click Next.

![Image of email setup screen]

- Select Sign In on this screen asking to sign in using Microsoft.

![Image of sign in screen]
• Enter your password associated with your email account. This will be the same that you use to sign on to your computer. Tap **Sign in**

• The mail app may request certain permissions. Tap **Accept**.