Setting Up Ipad for District Email

1. On the Home Screen, Select Settings

2. Make sure that you are connected to a network with wireless access.

3. Select Mail, Contacts, Calendars under Settings.
4. Select **Add Account**...

5. Select **Microsoft Exchange**

5. Enter the Information as follows (Enter your Exchange Username in place of "Username"):

<table>
<thead>
<tr>
<th><strong>Field</strong></th>
<th><strong>Value</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Email</strong></td>
<td><a href="mailto:email@company.com">email@company.com</a></td>
</tr>
<tr>
<td><strong>Domain</strong></td>
<td>Optional</td>
</tr>
<tr>
<td><strong>Username</strong></td>
<td>Required</td>
</tr>
<tr>
<td><strong>Password</strong></td>
<td>Required</td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>My Exchange Account</td>
</tr>
</tbody>
</table>

1. Enter in Full District Email Address. (I.E. John.Smith@solano.edu)
2. Enter in **NTNET** as domain
4. Password: Network password, same used for My.Solano access.
5. Description: Any name you choose to use to identify this account.

**NOTE:** A different window may pop up first only asking for Email, Password and Description.
6. Select Next. The iPad will attempt to automatically sync with our exchange server.

7. The automatic sync may eventually fail. **Please allow up to 5 minutes for the sync to fail.**

8. Now a field will appear between **Email** and **Domain** titled **Server**.

   ![Exchange Setup]

   1. In the Server Field Enter: Huntington.solano.edu

9. Select Next.

10. Your Exchange Account should now be successfully added to your iPad.