

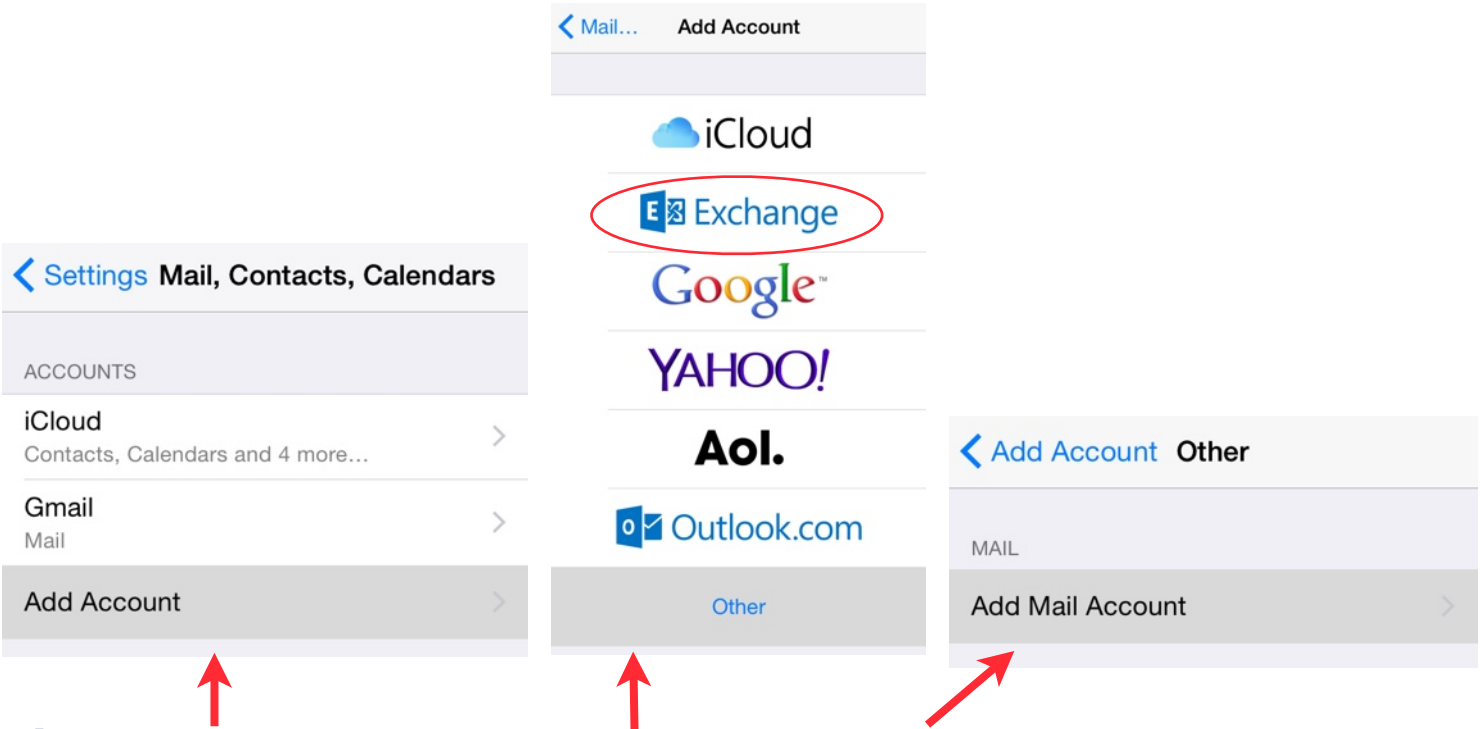


STEP 1 Select 'settings'. 

STEP 2 Select 'Mail, Contacts & Calendars'. 



STEP 3 Select 'Add Account', set account type to 'exchange', then select 'Add Mail Account'.

STEP 4
Fill in your details as follows:

	Cancel	New Account	Next	
Your name	→	Name	Your Name	This is name displayed when you send an email.
Your staff email address	→	Email	jo.bloggs@avondale.edu.au	
Your Avondale password	→	Password	●●●●●●●●	
	→	Description	Avondale Staff Email	This will only show on your device to identify this account.

STEP 5 Configure as follows:

Cancel
New Account
Next

IMAP

POP

Name Your Name

Email jo.bloggs@avondale.edu.au

Description Avondale Staff Email

INCOMING MAIL SERVER

→ Host Name mymail.avondale.edu.au

→ User Name jo_b

→ Password ●●●●●●●●

OUTGOING MAIL SERVER

Host Name mymail.avondale.edu.au

→ User Name jo_b

→ Password ●●●●●●●●






Your Avondale username

Your Avondale password

Your Avondale username

Your Avondale password

STEP 6 Select which services you'd like to sync.

-  Mail
-  Contacts
-  Calendars
-  Reminders
-  Notes