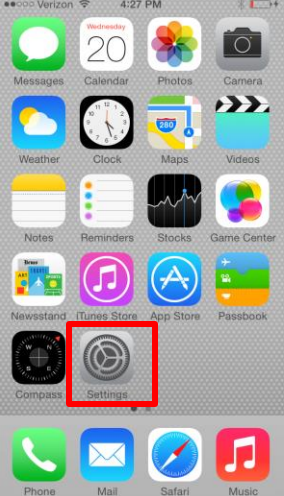
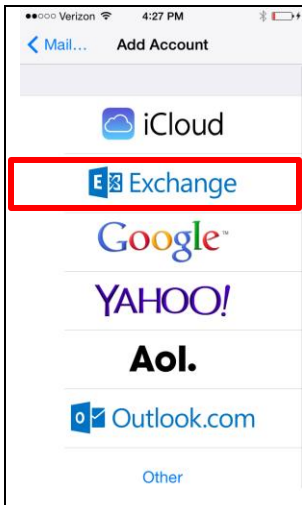


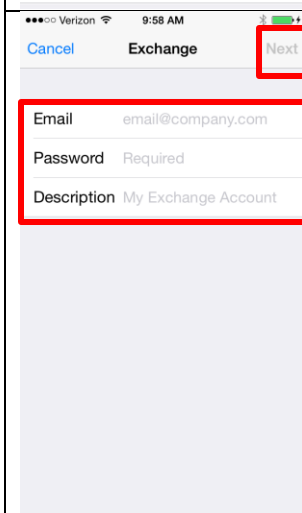
How to Sync your **Personal** iPhone or iPad with SCOE's Email System

	<p>1. Open the setting application</p>
	<p>2. Once the setting application opens scroll down to “Mail, Contacts, Calendars.”</p> <p>3. Click on it to take you to the next screen.</p>
	<p>4. Click on “Add Account.”</p>



5. Click on “Exchange”

Do not choose “Outlook.” That option is for consumer level email that is offered by Microsoft and will not work with SCOE email.



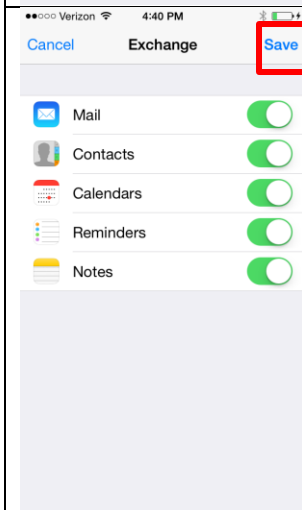
6. On this screen you will need to fill out your SCOE account information.

Email: Put in your full SCOE email address.

Password: Put in your SCOE domain password. This is the same password that you log into your computer with. With Office 365 your domain password and email password will always be the same.

Description: This will auto fill for you. You can change the description text but it is not required.

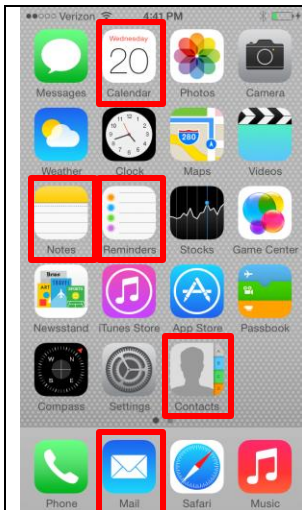
7. Once you fill out your information click on “Next.”



The phone will attempt to discover all of the server settings for you. Once that auto discovery completes you will see this screen. There you will be given the option to choose what will be synced with Office 365. By default all of them are turned on. If you do not wish to sync a certain item you can use the flip switches to turn it off.

8. Click the “Save” button.

9. Click the home button on your device to take you back to the home screen.



Congratulations! You have just set up your phone to work with SCOE's Office 365 Email system. All of the synced information will show up in the appropriate apps.

If you have any questions or run into any problems please give Fernando Soares a call 916-228-2398