

## Apple IOS Quick Configuration Guide

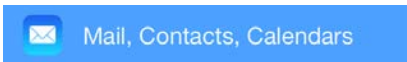
Complete the Office 365 transition of your email account on your Apple device. These instructions apply to all Apple devices running IOS 7 (iPod Touch, iPhone, iPad).

Please only perform these steps following your scheduled email migration to Office 365. Performing these steps in advance may result in the temporary loss of email functionality on the device.

1. Unlock device
2. Click on Settings icon



3. Click on Mail, Contacts, Calendars



4. Click on the Seattle Public Schools account on the right
5. Select Delete account
6. Select Delete from My iPhone/iPad
7. Click Add Account
8. Select Exchange or Microsoft Exchange
9. Enter your email address and password, then click Next

10. *Set the server name to outlook.office365.com*

Server      outlook.office365.com

11. *Verify that Domain is blank. Please clear if anything is listed*

Domain      Optional

12. *Enter your user name (Should be your email address)*

13. *Click Next*

14. Choose which items to synchronize and then select Save

15. Click the Home button to exit Settings

16. Email will begin to synchronize

Most phones will auto-discover the server settings. If so, jump to step 14.