

Email and Your Mobile Device

Beginning May 24th you will need to make changes to your phone in order to continue to send and receive email. Below are a few examples using three common smart phones.

It's **VERY** important that you do this **AFTER** completing the instructions for importing your calendar and contacts in Microsoft Outlook.

iPhone

1. If this is the first e-mail account on your iPhone, tap **Mail**. Otherwise, tap **Settings > Mail, Contacts, Calendars > Add Account**.
2. Tap **Microsoft Exchange**.
3. Tap in the **E-mail** box and enter your full e-mail address (for example, Johnny.carson@russell.kyschools.us).
4. Tap in the **Username** box and enter your full e-mail address again.
5. Tap in the **Password** box and enter your password.
6. Optionally, tap in the **Description** box and enter a short description for the account.
7. Tap **Next** on the upper right corner of the screen.
8. Tap in the **Server** box and enter **m.outlook.com**. If you are running software version 3.0, see below for instructions on how to find your server name.
9. Tap **Next**.
10. Choose the type of information you want to synchronize. By default, Mail, Calendar, and Contacts are all turned on. To turn off synchronization for a type of information, tap and slide the switch to **OFF**.
11. Tap **Save**.
12. If you're prompted to create a new passcode, tap **Continue** and enter a numeric passcode. You'll need to enter the passcode twice.



Your full email address

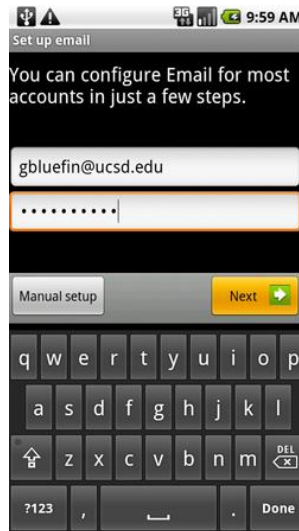


Blackberry



1. Click on the email setup icon
2. Create a blackberry account or enter the users username and password for their blackberry site
3. Choose "Add my existing email account"
4. Enter your email address and password and click next
5. You'll get a message saying We were unable to configure this email account. Select the type of account you want to configure
6. Choose "I will provide the settings to add this email account" and click Next
7. Choose "Outlook Web Access"
8. Enter the following
 - Outlook Web Access URL: **m.outlook.com**
 - User name: your full email address `firstname.lastname@russell.kyschools.us`
 - Password: *your password*
 - Email address: your full email address
 - Mailbox Name: `username.staff.russell`
9. Click Next.....You should start receiving emails within about 20 minutes.

Droid



1. From the home screen, touch the **applications tab** (located on the bottom of the screen).
2. Touch **Email**.
3. Enter your full email address and *password* then touch **Next**.
4. Touch **Exchange account**.
5. Enter the exchange server settings in the appropriate fields:

Domain / username : your full email address firstname.lastname@russell.kyschools.us

Password: your password

Exchange server: **m.outlook.com**

6. Click next to personalize the account settings
7. Name the account and you're finished!

Please note that Windows Mobile devices should automatically detect the mail server and will likely require no changes whatsoever during this event. However if your Windows Mobile device is using an older version of Exchange ActiveSync you may have to make the changes manually.