Email and Your Mobile Device

iPhone

Your full email address

1. Tap **Settings**
2. Tap **Mail, Contacts, Calendars**
3. Tap **Add Account**.
4. Tap **Microsoft Exchange**.
5. In the **E-mail** box and enter your full e-mail address - firstname.lastname@education.ky.gov.
6. In the **Username** box and enter your full e-mail address again.
7. In the **Password** box and enter your network password.
8. Optionally, in the **Description** box and enter a short description for the account.
9. Tap **Next** on the upper right corner of the screen - your phone will automatically detect the mail server*
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**.

   *If your device is using an older version of Exchange, you may be requested to add the server name - **m.outlook.com**.

Droid

Your full email address

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

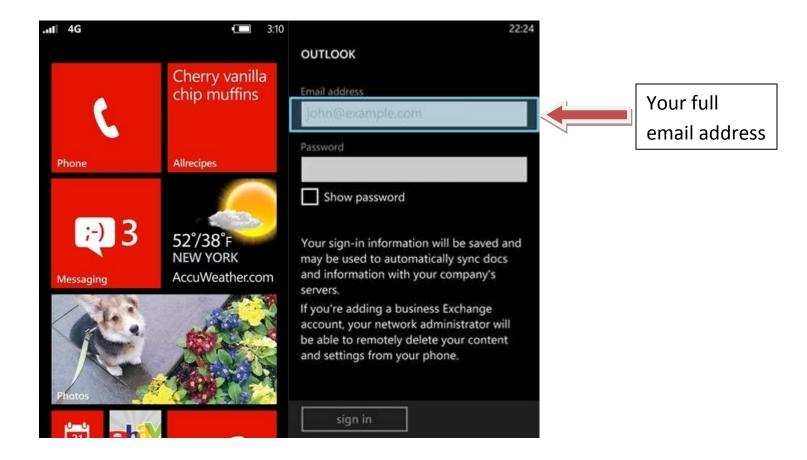   Domain / username : your full email address firstname.lastname@education.ky.gov

   Password: your network password

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

6. Touch **Next**
7. Name the account

Windows Mobile Devices

1. From the home screen touch **Settings**

2. Touch **email+accounts**

3. Touch **add an account**

4. Touch **Outlook**

5. Enter your full email address - firstname.lastname@education.ky.gov

6. Enter your password

7. Touch **sign in** - your phone will automatically detect the mail server*

   *If your device is using an older version of Exchange, you may be requested to add the server name - **m.outlook.com**.