

How add D49 mail to your iPad

This is the process to add your D49 mail account to an iPad. This process works for your district owned iPad or your own personal iPad.

Tap on the settings icon.



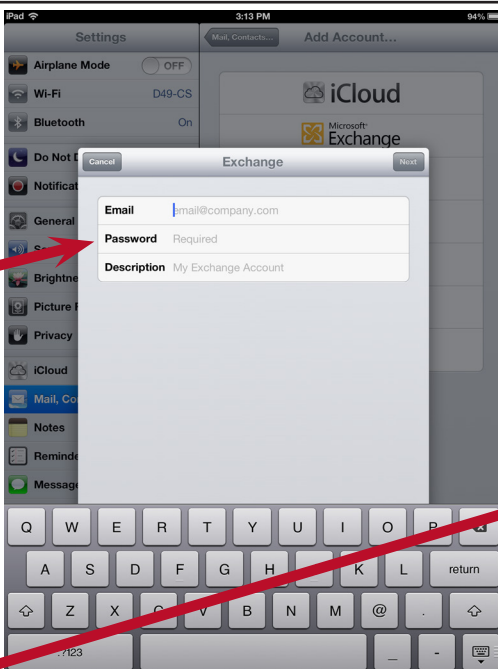
Select "Mail, Contacts, Calendars" from the menu that pops up.



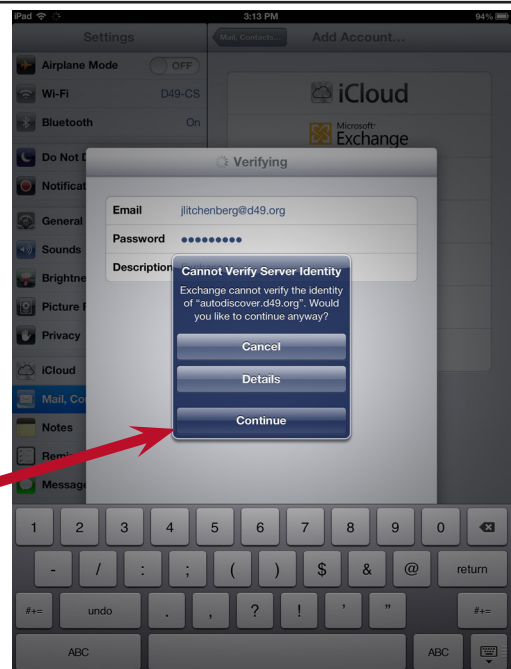
Choose Microsoft Exchange from the add account section.



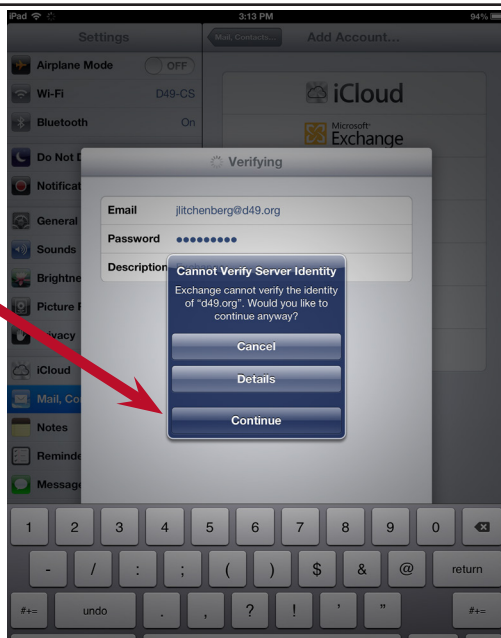
Enter your full email address on the first line. ex. jsmith@d49.org
Your password will be the same password you use for IC. You can leave the description as exchange or change it to a name that makes sense to you.



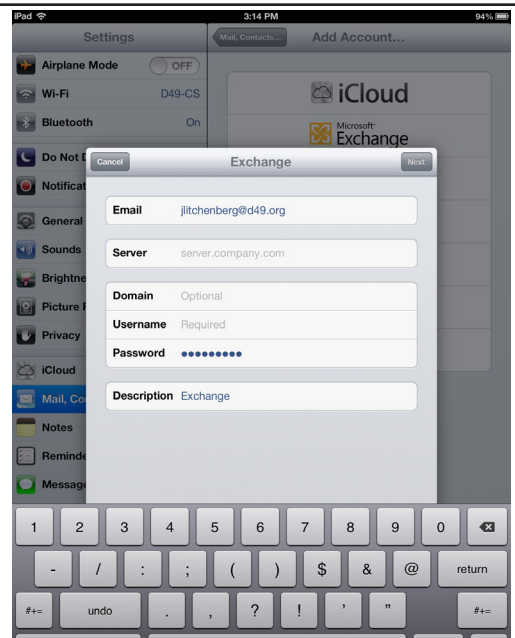
Tap continue when the "Cannot Verify Server Identity" message appears.



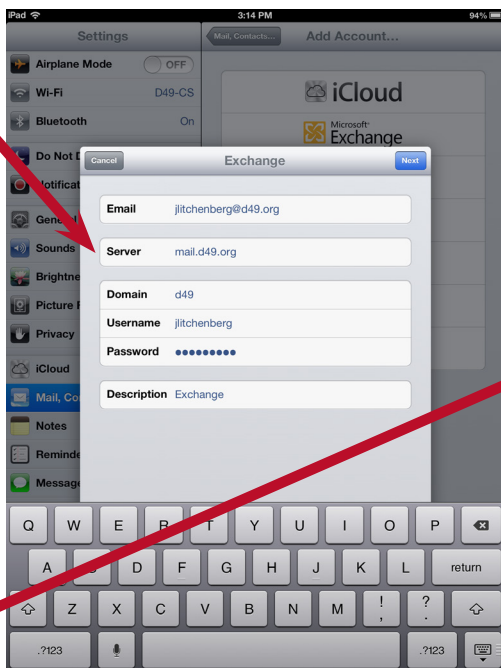
Tap continue when the “Cannot Verify Server Identity” message appears. (occasionally it appears twice!) Just click continue.



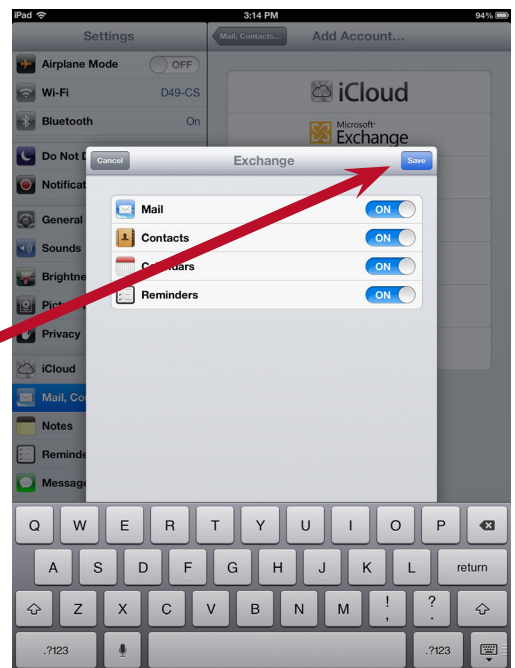
The next screen has a blank spot for server, domain, and user name.



For server enter: mail.d49.org
For domain enter: d49
For user name just use your first initial and last name only.



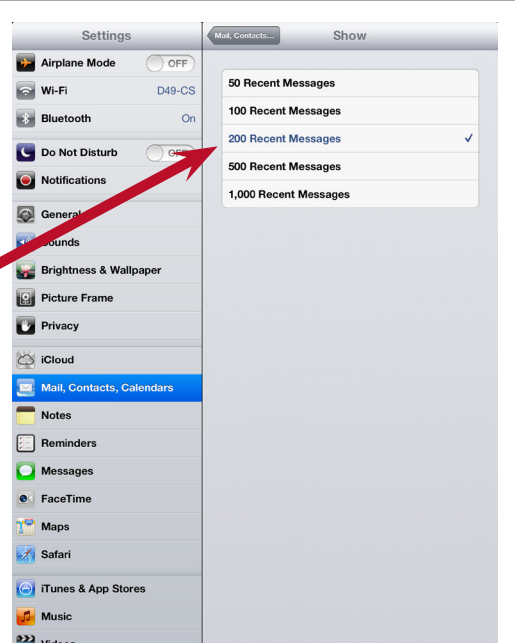
By default all services are selected. Tap next in the upper right corner.



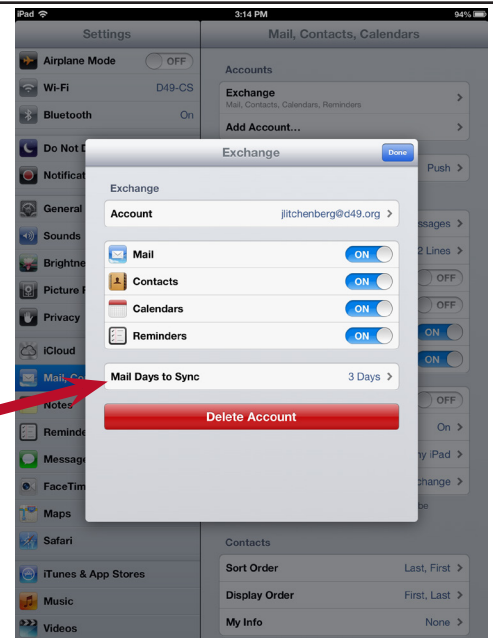
Go back to the “Mail, Contacts, Calendars” tab. Tap on the show button.



Show 50 messages is the default. We recommend somewhere in the middle. 200 works well, 1000 will cause your mail to take longer to open.

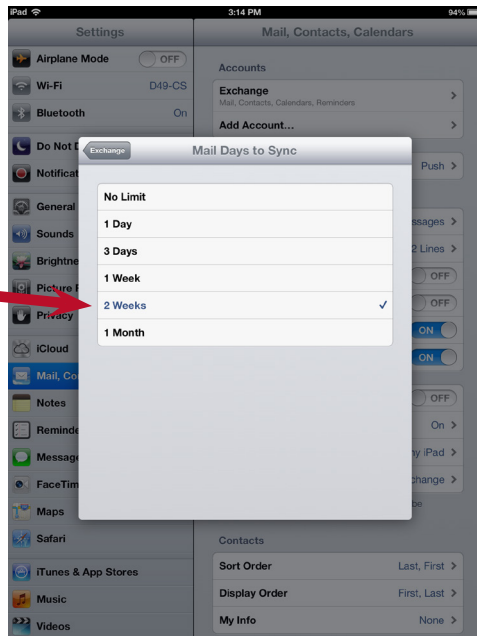


Go back to the “Mail, Contacts, Calendars” tab. Tap the account you just created.



Now tap on the “Mail Days to sync” button

The default is 3 days. We recommend 2 weeks. Setting this to 1 month will make your mail app’s performance slow down.



That’s it! In a few minutes your mail will be delivered to your mail app. Don’t forget that deleting mail from your iPad will also delete it from your computer.

