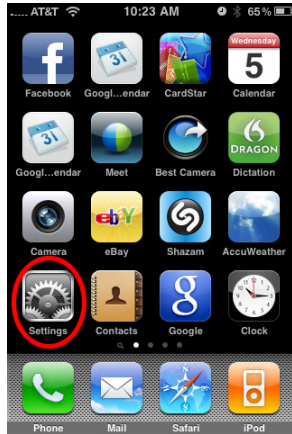


How to configure your iphone to access the New Bedford School Department's Exchange Server

1. From your home screen, tap "Settings".



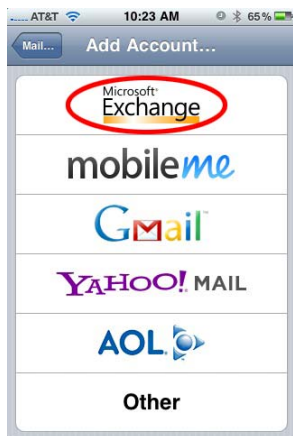
2. Select "Mail, Contacts, Calendars"



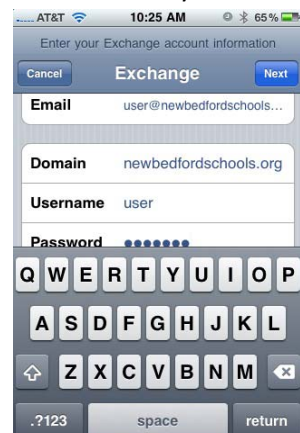
3. Choose “Add Account”



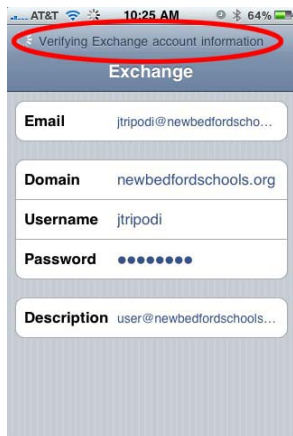
4. Choose “Exchange”



5. Email will be your email address, domain is as shown, and your username and password will be the same that you currently use. Select “Next” when finished.



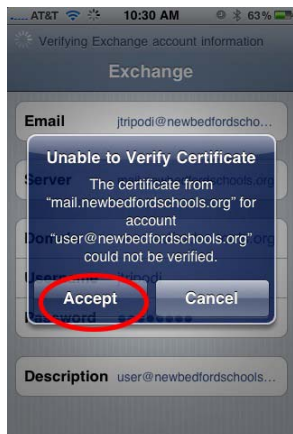
6. You will see it “Verifying Exchange account information”. This can take up to 5 minutes.



7. Now enter “mail.newbedfordschools.org” in the SERVER field.



8. Tap “Accept” to the Certificate warning.



9. Select “ON” for all of the items you would like to sync. This is typically all of them. Then tap “Done”



10. Now go back into you new mail account by selecting “yourusername@newbedfordschools.org”.



11. Select “Mail Days to Sync”. You can choose whatever you want here. 1 Month is the recommended option and “No Limit” is not recommended at all. Finally, use the main home button to get you back to your home screen.

