

Staff Email on iOS Devices



Go to the settings

Under Settings tap “Mail, Contacts, and Calendars”

Add Account

Select Exchange

Enter user’s email address and password. The description will fill in itself as Exchange.

A screenshot of the 'Add Exchange Account' screen in an iOS Settings app. The status bar at the top shows 'Verizon' with signal strength, '12:16 PM', and battery level. Below the status bar are three buttons: 'Cancel' (blue), 'Exchange' (black), and 'Next' (grey). The main content area has three rows: 'Email' with the value 'email@company.com', 'Password' with the value 'Required', and 'Description' with the value 'My Exchange Account'. A large, empty light grey rectangular area is at the bottom of the screen.

●●○○ Verizon 12:16 PM ↶ 🔋

Cancel Exchange Next

Email email@company.com

Password Required

Description My Exchange Account

Enter server settings

User email address
Exchstaff.lrhds.org
Lr
Username
Password
Description

•••• Verizon Wi-Fi 12:18 PM 🔒 🔋

Cancel Next

Email ✓

Server ✓

Domain ✓

Username ✓

Password ✓

Description ✓

Tap next.

All entries will show a checkmark next to them. The most common problem if it does not work is the user's password was typed incorrectly. The device must be on cell or wifi service.