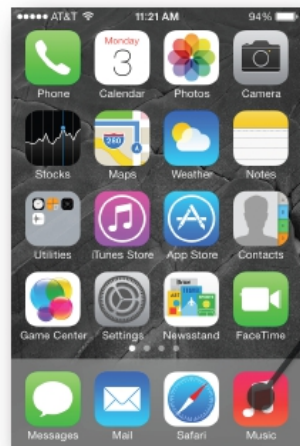


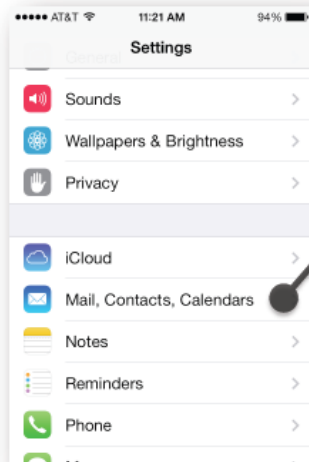
Office 365 Mail Client Configuration Guide

Applies to: iPhone, iPod Touch, iPad, or iPad Mini with iOS 4 or later

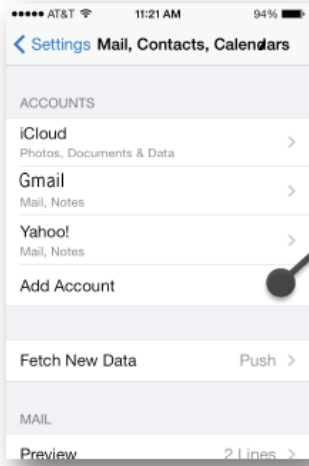
This guide will assist you with configuring your iPhone, iPod Touch, iPad, or iPad Mini (*iOS 4 or later*) to access the Howell Mail system. There are six steps to the instructions. Complete all of the setting changes in each step before continuing.



Step 1: Tap on Settings from your iOS device's Home screen

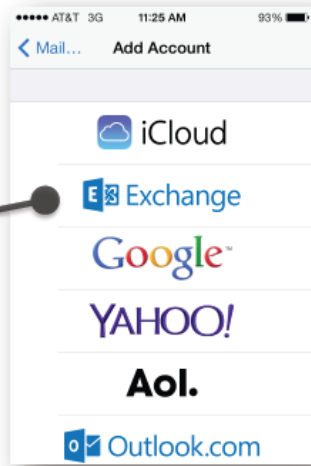


Step 2: Tap on Mail, Contacts, Calendars



Step 3: Tap on Add Account...

Step 4: Tap Microsoft Exchange



Step 5: Fill in the following information about your Office 365 Mail account:

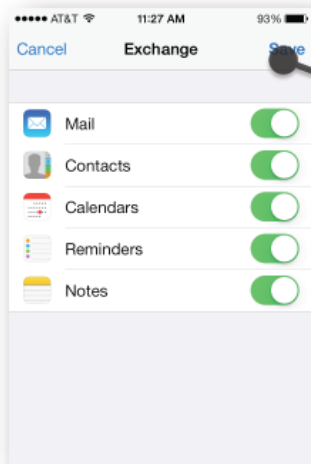
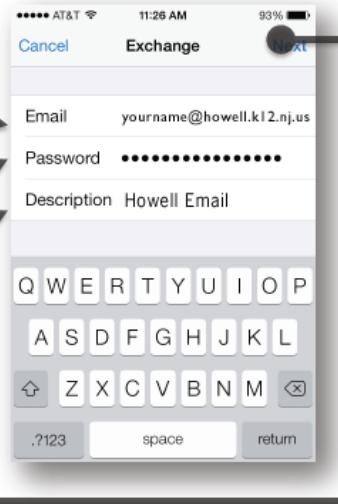
Email: Your Howell email address including “@howell.k12.nj.us”.

Password: Your Howell email account password.

Description: Howell Email

Note: If you see fields for **Domain** and **Username**, leave **Domain** blank and enter your Howell email address again for **Username**. If you also see **Server** enter: outlook.office365.com

Tap Next



Step 6: Ensure all of the sliders are in the ON position and tap Save.