

# Department of Technology Helpdesk: 973 321-0905 Fax: 973 321-0901 helpdesk@paterson.k12.nj.us

# Instructions for Configuring Email on Apple Devices

Click on "Settings" on the Home screen.



**Click on Mail, Contacts, Calendars** 

iPad 🔶	12:22 PM	
Settings	Mail. Contacts Add Account	
Wi-Fi MIT	Add Account	
VPN VPN OFF	Add Account	
Notifications On		
🙀 Brightness & Wallpaper	iCloud	
Picture Frame		
🐼 General	E 🛛 Exchange	
Mail, Contacts, Calendars		
Safari	Google	
iPod		
Wideo Video	YAHOO!	
🙊 Photos		
Store	Aol.	
Apps AOL Radio		
Dictation	Outlook.com	
drinks		
Facebook	Other	
iBooks		
metflix		
WeatherBug		
WebEx		

#### **Click on Add Account and select Exchange**



## Enter email address, password and tap Next

Cancel	Exchange	Next	
Email	help_desk@patersor	n.k12.nj.us	
Password	•••••		
Description	Exchange		
Exchange Device ID			

## Check marks will appear next to each line

C	ancel	Exchange	Next
	Email	help_desk@paterson.k12.nj.us	~
	Password	•••••	~
	Description	Exchange	~



#### Go to the home screen and click on Mail icon to check your email

