

Setting Up Your iPad to Access Your Email and Calendar

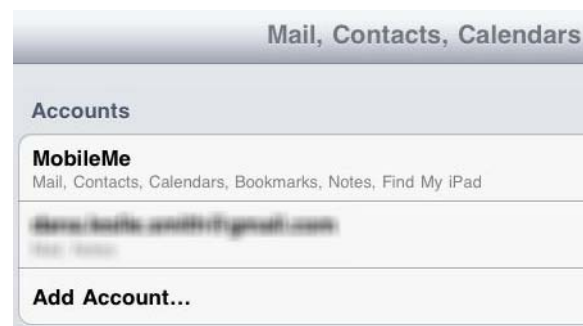
On your iPad desktop, tap **Settings**.



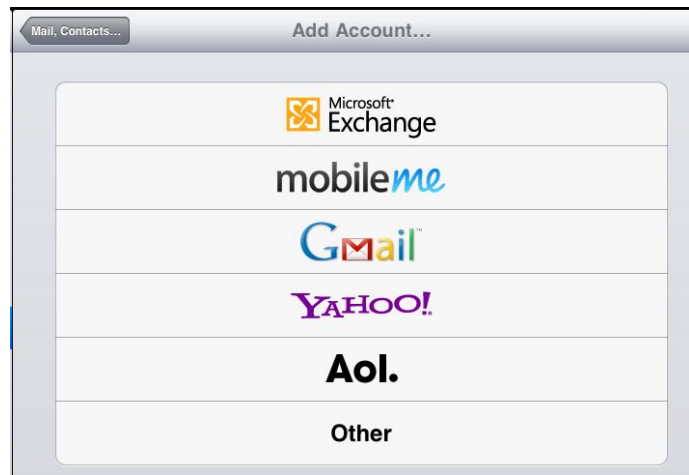
Tap **Mail, Contacts, Calendars**.



Tap **Add Account...**



Tap the **Microsoft Exchange** icon.



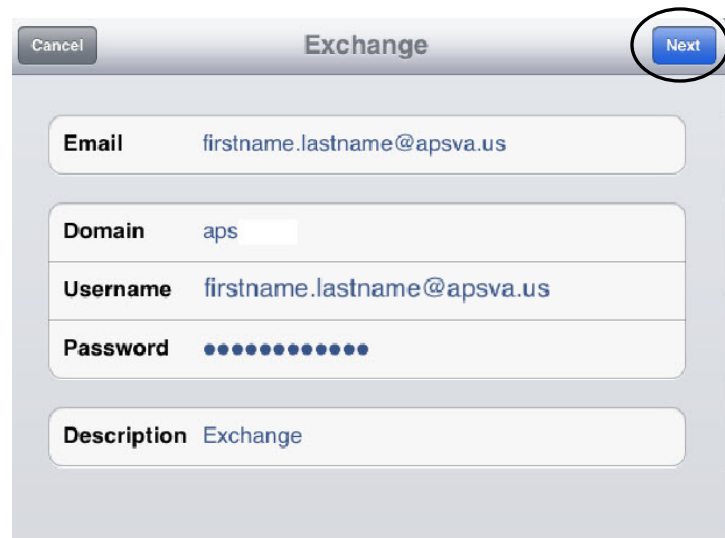
Enter your **Email** address.

Enter the **Domain** -- **aps**

Enter your **Username** (your whole email address again)

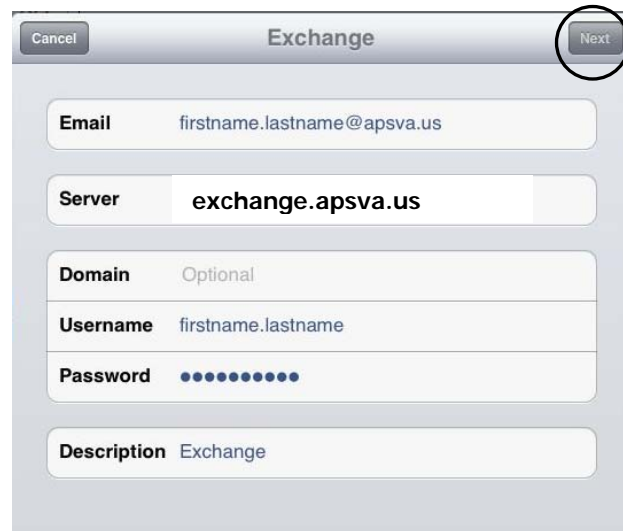
Enter your **Password**.

Tap **Next**.



If necessary, enter the **Server** – exchange.apsva.us

Tap **Next**.



Exchange

Cancel Next

Email: firstname.lastname@apsva.us

Server: exchange.apsva.us

Domain: Optional

Username: firstname.lastname

Password: ●●●●●●●●

Description: Exchange

Mail is On.

Contacts is On.

Calendar is On.

[If the setting is **Off**, tap on the “switch” to toggle to **On**]

Tap **Save**.



Exchange

Done

Exchange

Account: tss.ds1@ego.exchange.apsva.us >

Mail ON

Contacts ON

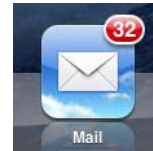
Calendars ON

Mail Days to Sync: 3 Days >

Delete Account

To See Your Mail

On your iPad desktop, tap
Mail.



To See Your Calendar

On your iPad desktop, tap
Calendar.



To See Your Contacts

On your iPad desktop, tap
Contacts.

