

SETTING UP CELL PHONE TO RECEIVE EMAIL

You are able to receive email to your telephone. Below are the directions for setting up your cell phone to access email. The ex below is for iphones and ipads and it is similar to other phone types like droids.

1. Click on settings
2. Scroll down to Mail, contacts, calendars
3. Tap add account
4. Select Microsoft exchange (For Droids, Microsoft ActiveSync)
5. You should see the following:

Carrier 9:42 AM

Enter your Exchange account information

Cancel Exchange Next

Email email@company.com

Domain Optional

Username Required

Password Required

Description My Exchange Account

6. Under email, enter your email address (for me, I put in ebragg@saladoisd.org)
 7. Under domain, enter saladoisd.org
 8. Under user name, enter your network log in name. (ie. Earl.bragg)
 9. Under password, enter your network password you use to log in to your PC.
 10. Under description, enter Salado Mail or another descriptor you will recognize it as.
 11. Tap next, an empty server field should appear. Enter www5.saladoisd.org
- Tap next and it will verify. When it is done, you will be able to receive all email to your cell phone.