

Email Information

To setup your email onto your **iPhone**, follow the steps below.

1. Open Settings
2. Select “Passwords & Accounts”
3. Select “Add Account”
4. Account Type, select “**Exchange**”
5. Enter Email Address – (i.e. nsmith@stlukesdayschool.org)
6. Description (optional) – (i.e. SLDS or St. Luke’s Email)
7. Select “Next”
8. Select “Sign-in” (**Not Configure Manually**)
9. Enter your email password
10. Select “Accept” on permissions requested
11. You should now be able to click on the mail icon and view your email account

To setup your email onto your **Android** phone, follow the steps below.

1. Open your email client.
2. Enter your full email address and password, see Figure 1.
3. For the Account type, we recommend IMAP (Figure 2).
4. Configure your Account options as desired on the subsequent screens and you’re done.

Figure 1

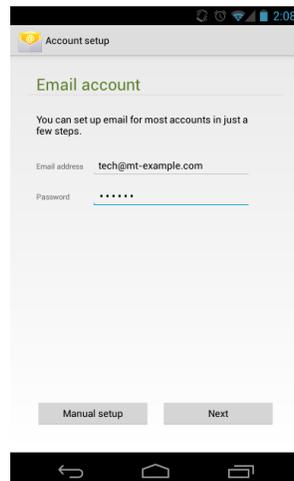


Figure 2

