



## **Accessing Email for Smart Phones, Tablets, iPads and other Mobile Devices**

There are 3 options for accessing San Angelo ISD's email on a smart phone, iPad, tablet or other mobile device.

1. Accessing Webmail from the SAISD Website.
2. Download the Outlook App from your devices App store.
3. Setup your account on the Mail App that is present on most mobile devices.

### **Accessing Email from the SAISD Website:**

- Open your internet app on your phone.
- Type in the address bar: [webmail.saisd.org](http://webmail.saisd.org)
- Log in with your account.

#### **Staff Login:**

Username: [EmployeeID#@saisd.org](http://EmployeeID#@saisd.org)

Password: \*\*\*\*\* (your password)

#### **Student Login:**

Username: [StudentID#@students.saisd.org](http://StudentID#@students.saisd.org)

Password: \*\*\*\*\* (your password)

## **Outlook App**

For the Outlook app you'll need to download the app from the app store on your mobile device.

- Start up the app after it is done downloading.
- Enter your email.

Staff Email: [EmployeeID@saisd.org](mailto:EmployeeID@saisd.org)

Student Email: [StudentID@students.saisd.org](mailto:StudentID@students.saisd.org)

- Click "Add Account".
- Log into your account.

## **Setting Up Your Account on the Mail App**

- Open your mail app on your mobile device.
- Select the Server Type: Exchange.
- Fill in the below information.

**Staff Email Address:** Firstname.Lastname@saisd.org

Example: John.Doe@saisd.org

**Staff Username:** Employeeid#@saisd.org

Example: 123456@saisd.org

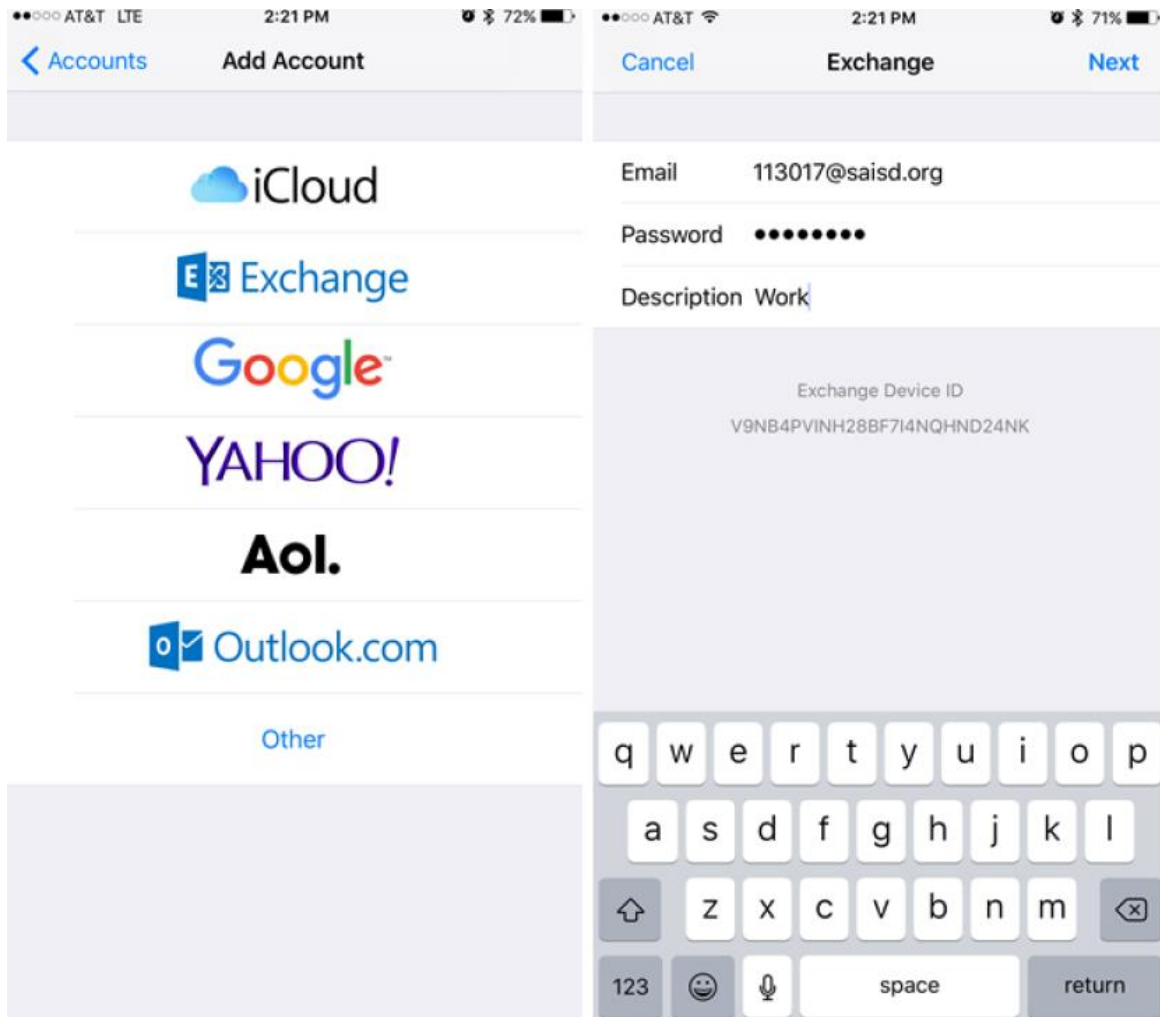
Password: \*\*\*\*\* (your password)

**Student Email and Username:** StudentID#@students.saisd.org

Example: 12345@students.saisd.org

Password: \*\*\*\*\* (your password)

Below is an example of what it might look like on your Mobile Device:



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### **Need Assistance:**

If you are still not able to connect to your email on your device, contact the SAISD Technology Help Desk at 657-4000 or print this page and take it to your cell phone provider (if it is a smartphone device).