

How to Add District E-mail to your Apple iPhone or Apple iPad

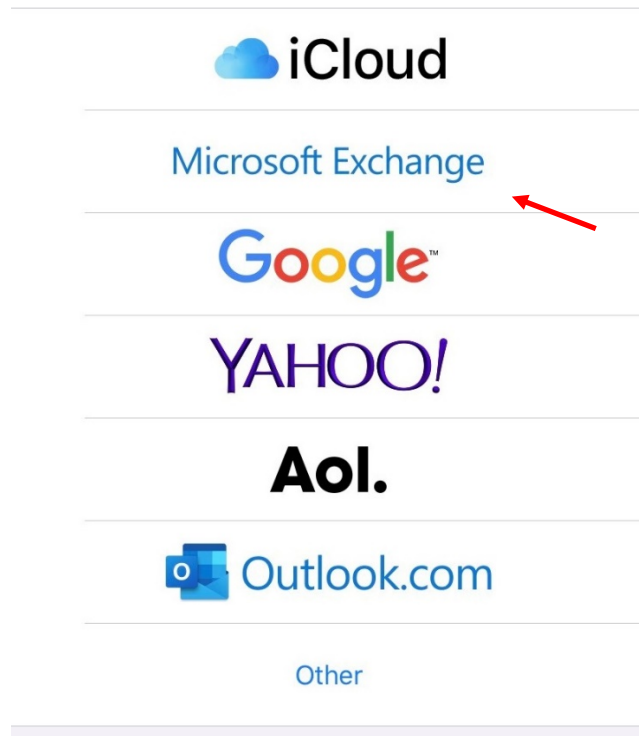
Step 1: Navigate to **Settings**

Step 2: Select **Passwords and Accounts**

Step 3: Select **Add Account**



Step 4: Select **Microsoft Exchange**



Step 5: Enter your **Full E-mail address** (@longview.k12.wa.us) and a Description (E.G. Work)

Step 6: Select **Next** at the top right of the screen

The screenshot shows a mobile interface for adding an Exchange account. At the top, there are three buttons: 'Cancel' (blue), 'Exchange' (black), and 'Next' (grey). A red arrow points to the 'Next' button. Below the buttons, there are two input fields. The first is labeled 'Email' and contains the text 'email@example.com'. A red arrow points to this field. The second is labeled 'Description' and contains the text 'My Exchange Account'. A red arrow points to this field. Below the input fields, there is a block of text: 'Adding an Exchange account will allow the Exchange administrator to remotely manage your device. The administrator can add/remove restrictions and remotely erase your device.' Below this text, there is a label 'Exchange Device ID' followed by the ID 'TLSLBOHOTH1GDE7V26TMT83JL0'.

Step 7: Select **Configure Manually**

The screenshot shows a mobile interface with a grey background. The text reads: 'Sign in to your "longview.k12.wa.us" Exchange account using Microsoft?' followed by 'Your email address will be sent to Microsoft to discover your Exchange account information.' Below this text, there are two buttons: 'Configure Manually' (blue) and 'Sign In' (blue). A red arrow points to the 'Configure Manually' button.

Step 8: Enter your **password** that you use to log into your **computer at work**

Step 9: Select **Next** at the top right of the screen

Cancel Next

Email [redacted]@longview.k12.wa.us

Password Required

Description Work

Adding an Exchange account will allow the Exchange administrator to remotely manage your device. The administrator can add/remove restrictions and remotely erase your device.

Exchange Device ID
TLSLBOHOTH1GDE7V26TMT83JL0

Step 10: Enter this information

- a. **Server:** lvmc-mail-01.longview.k12.wa.us
- b. **Domain:** longview.k12.wa.us
- c. **Username:** Enter your username eg: **jdoe**

Step 11: Select **Next** at the top right of the screen

Cancel Exchange Next

Email [redacted]@longview.k12.wa.us

Server lvmc-mail-01.longview.k12.wa.us

Domain longview.k12.wa.us

Username [redacted]

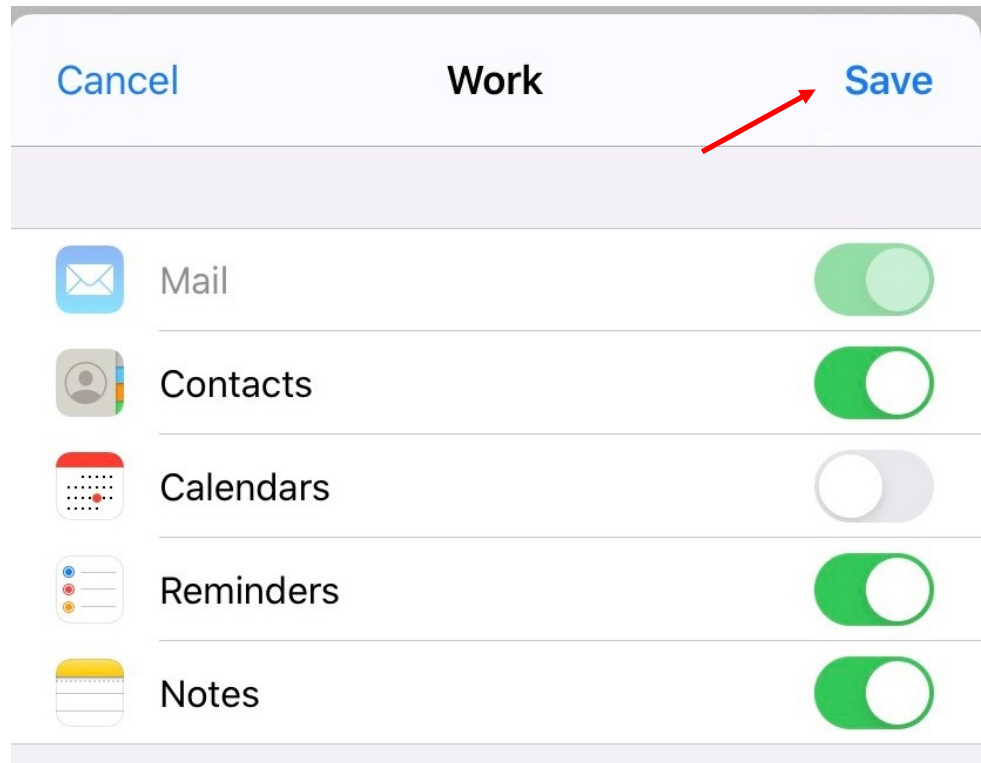
Password

Description Work

Step 12: **You will see checkmarks next to everything if it is entered correctly**, if it fails double check the various fields for accuracy and ensure you are entering the correct password.

Optional Step 13: Turn on/off the items you would like to sync by tapping the green switches

Step 14: Finally, select **Save** at the top right of the screen



Returning to your Mail application you will begin to see district populating on your device. Mail sent to your district account will synchronize automatically as it is received in your mailbox.

If you find you are having difficulty completing the process please contact footprints@longview.k12.wa.us