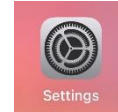
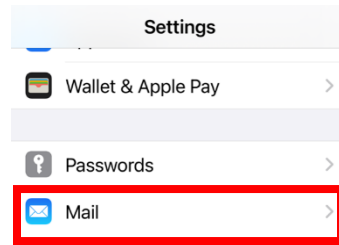


Adding Email to iPhone

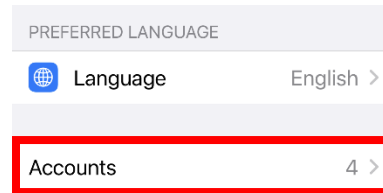
1. Click on the **Settings** app on your phone



2. Next, scroll down and click on the **Mail** app

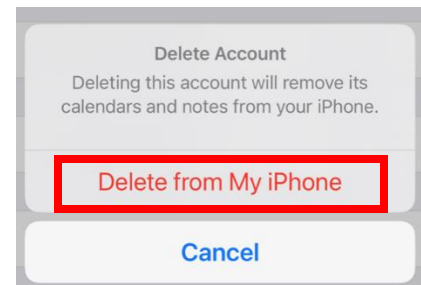
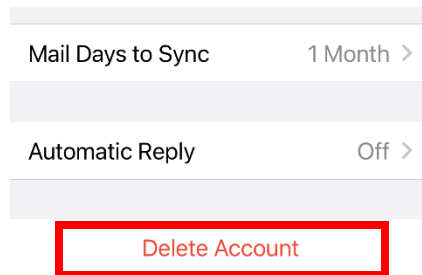


3. Choose **Accounts**

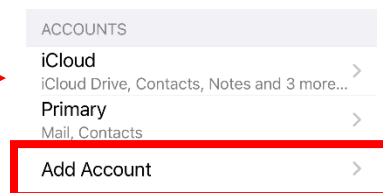


4. If you previously had PCSD email added to your phone, you will need to **delete** the account and re-add it.

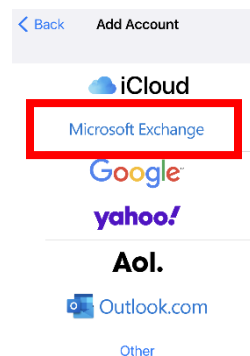
Do this by selecting the account, choosing **Delete Account**, and choosing **Delete from my iPhone**.



5. Then, choose **Add Account**



6. Select **Microsoft Exchange**

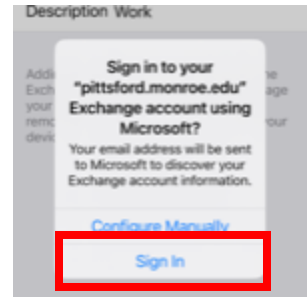


7. Enter your PCSD email address. For the **description**, you may title the account anything you like (Work, PCSD, etc.)

Email amy_lamb@pittsford.monroe.edu

Description Work

8. Select **Sign in**. You may be prompted to enter your password.



9. Adjust which account settings you want to keep on your phone and select **Save**.

Cancel Work **Save**

	Mail	<input checked="" type="checkbox"/>
	Contacts	<input checked="" type="checkbox"/>
	Calendars	<input type="checkbox"/>
	Reminders	<input type="checkbox"/>
	Notes	<input checked="" type="checkbox"/>