

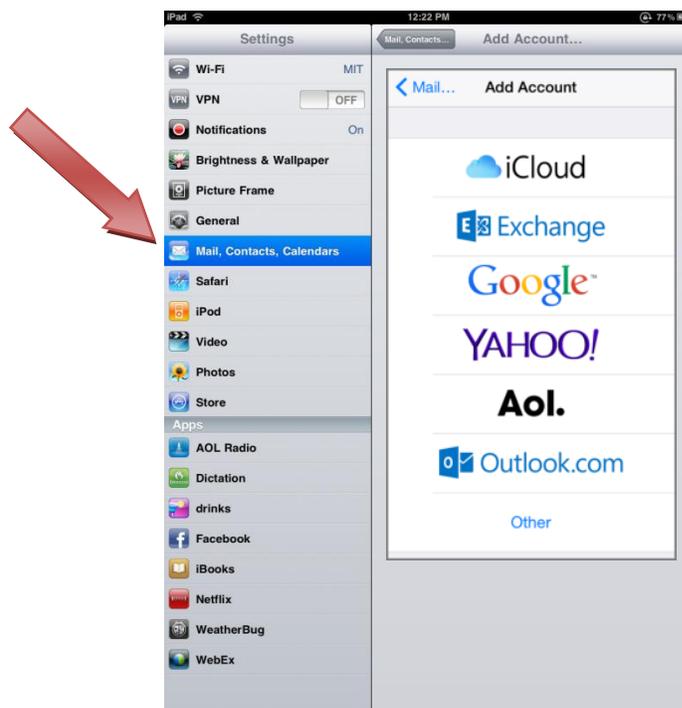
**Department of Technology**  
Helpdesk: 973 321-0905 Fax: 973 321-0901  
helpdesk@paterson.k12.nj.us

## Instructions for Configuring Email on Apple Devices

Click on “Settings” on the Home screen.



Click on Mail, Contacts, Calendars



Click on Add Account and select Exchange



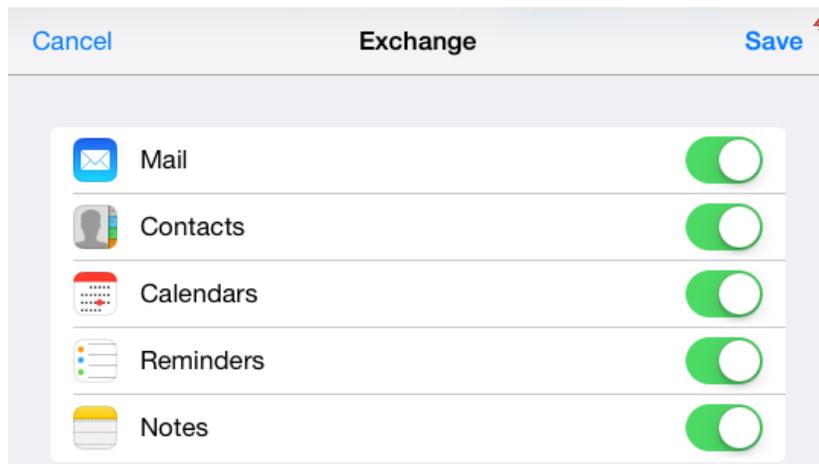
Enter email address, password and tap Next

| Cancel             | Exchange                     | Next |
|--------------------|------------------------------|------|
| Email              | help_desk@paterson.k12.nj.us |      |
| Password           | ●●●●●●●●                     |      |
| Description        | Exchange                     |      |
| Exchange Device ID |                              |      |

Check marks will appear next to each line

| Cancel      | Exchange                     | Next |
|-------------|------------------------------|------|
| Email       | help_desk@paterson.k12.nj.us | ✓    |
| Password    | ●●●●●●●●                     | ✓    |
| Description | Exchange                     | ✓    |

Click on Save at the top right hand corner



Go to the home screen and click on Mail icon to check your email

