



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

There are 2 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.

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

- Open your internet app on your phone (Safari, Google Chrome, etc).
- 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.
- Click "Add Account".

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

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

- Enter your Email Password. (May have to authenticate with a text code or Authenticator App code after password is entered)
- When asked to add another account, tap "Maybe Later".

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

Our SAISD Accounts will no longer work through Apple's Mobile Mail apps (the native mail app for both iPhones and iPads).

In order to receive mail on an iPhone or iPad, you'll need to access the website or download Microsoft Outlook.

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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).