

## Office 365 email setup for the iPad

- tap on "Settings"
- Tap on "mail, Contacts, Calendars"
- Tap "Add Account..."
- Tap "Microsoft Exchange"
- Enter email address ([first.last@stu.werrichmond.com](mailto:first.last@stu.werrichmond.com))
- Enter first 6 characters of school password with \*\* at the end
- Enter description as "School Email"
- At "Cannot Verify Server Identity" choose "Continue"
- Server: m.outlook.com
- Domain: <Leave Blank>
- Username: [first.last@stu.werrichmond.com](mailto:first.last@stu.werrichmond.com)