

Adding e-mail to your iOS device

Open settings

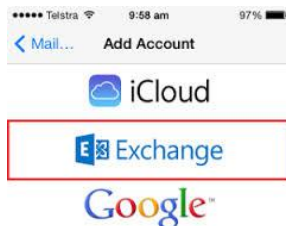


Scroll to and select Mail, Contacts, Calendars

Select Add account



Select Exchange



Enter your e-mail address in the email box : flastname@gckschools.com

Enter your network password in the Password box

Enter **Office365** in the Description box

Select Next

Enter **outlook.office365.com** in the Server box

Leave Domain blank

Enter your e-mail address in the Username box: flastname@gckschools.com

Enter your network password in the Password box

Select Next

Select Save

Remove the old Exchange Account

If you have been receiving district e-mail on your iOS device, you can delete that account from your iOS device.

Open settings



Scroll to and select Mail, Contacts, Calendars



Select the old account

Select **delete account**

