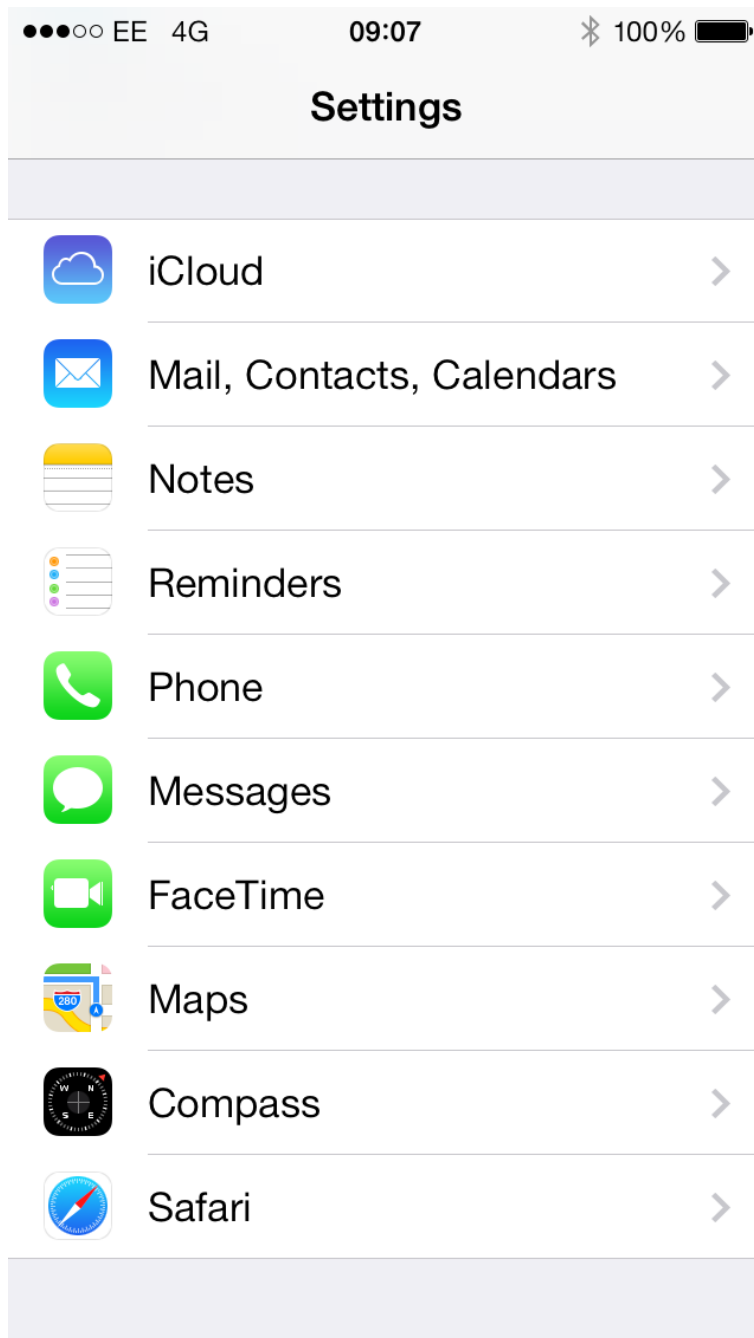


How to configure your email on an Apple iDevice

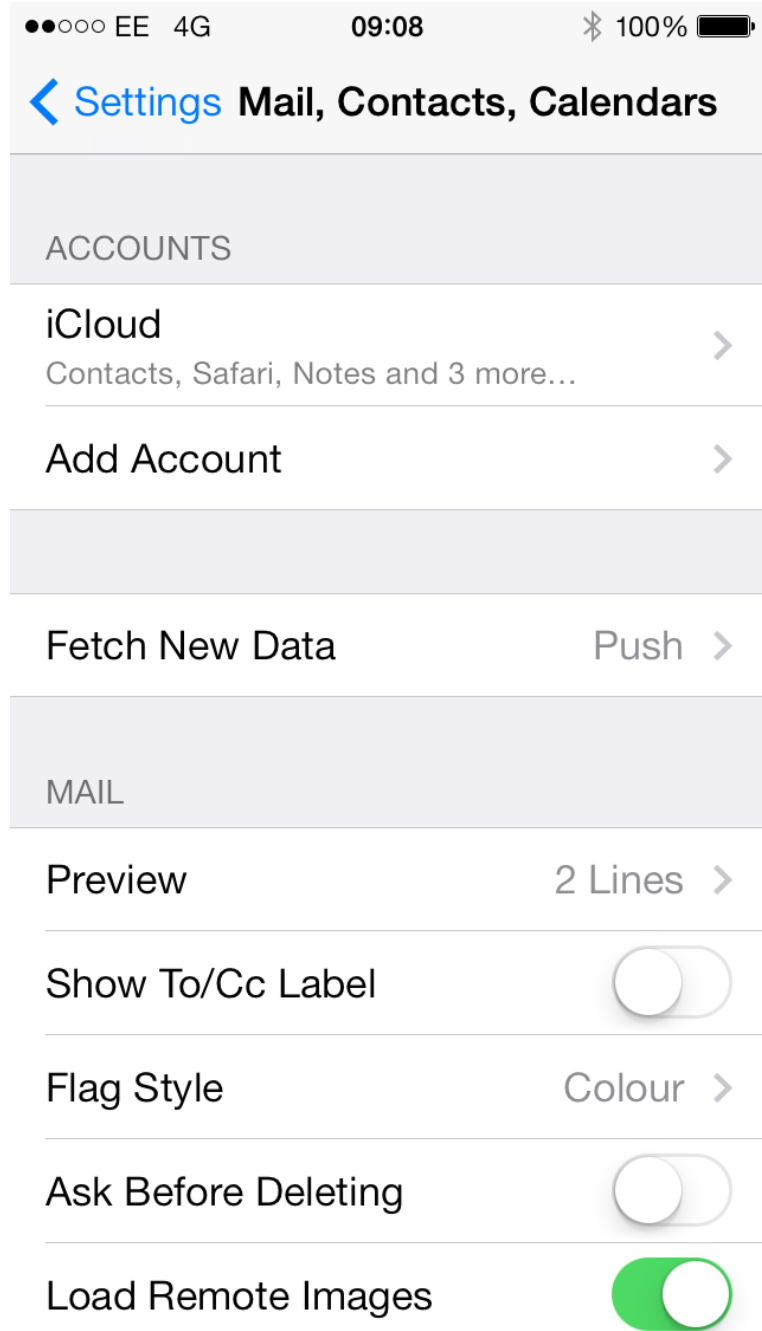
How To Guide



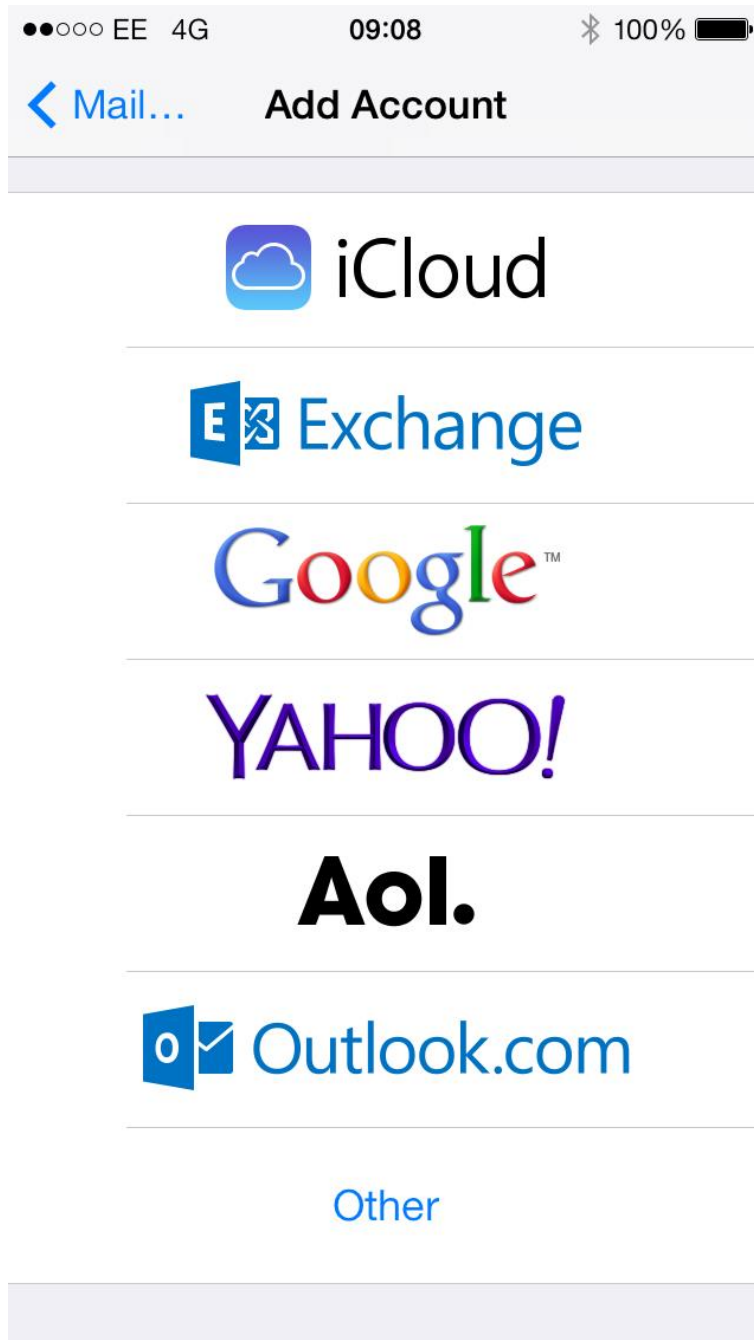
LANDAU
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COLLEGE
DERBY



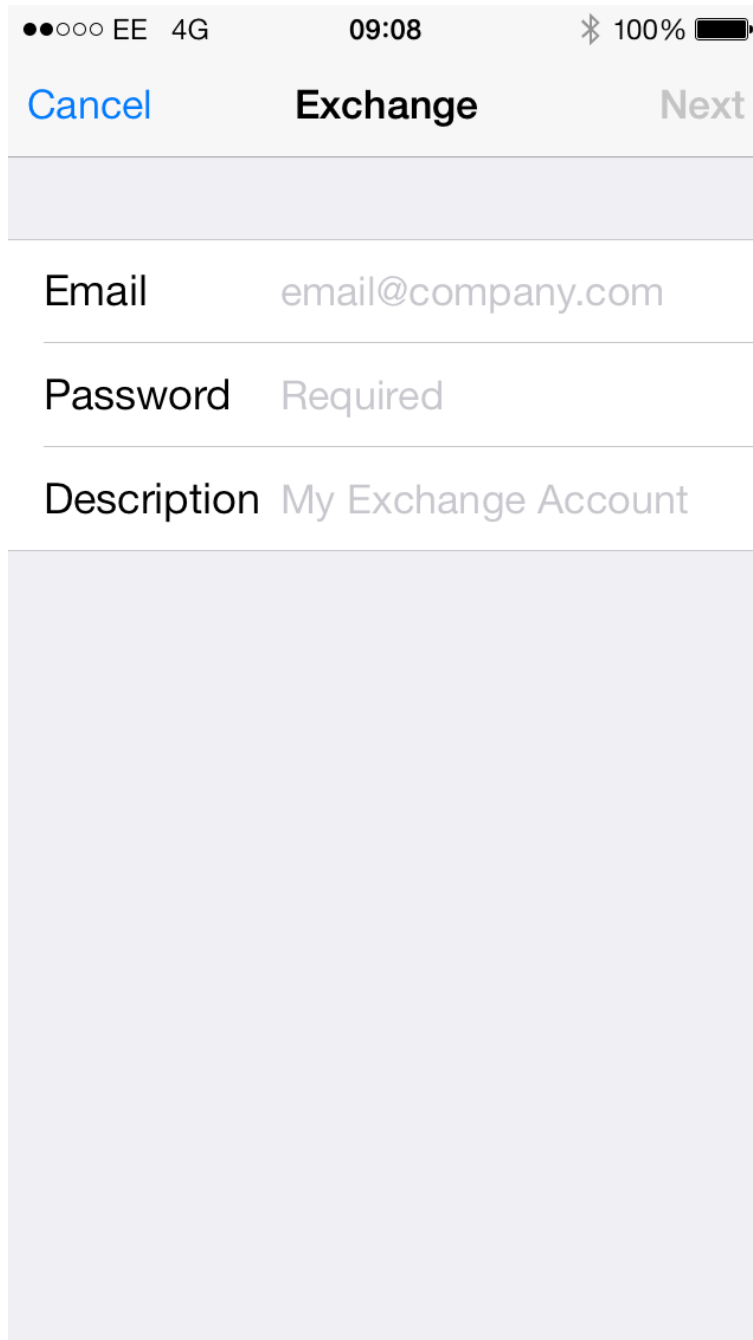
1. On your iPhone or iPod Touch, go to the **Settings** application. In here, scroll down and enter **Mail, Contacts, Calendars**.



2. Click on **Add Account**



3. Select **Exchange** from the list of options.



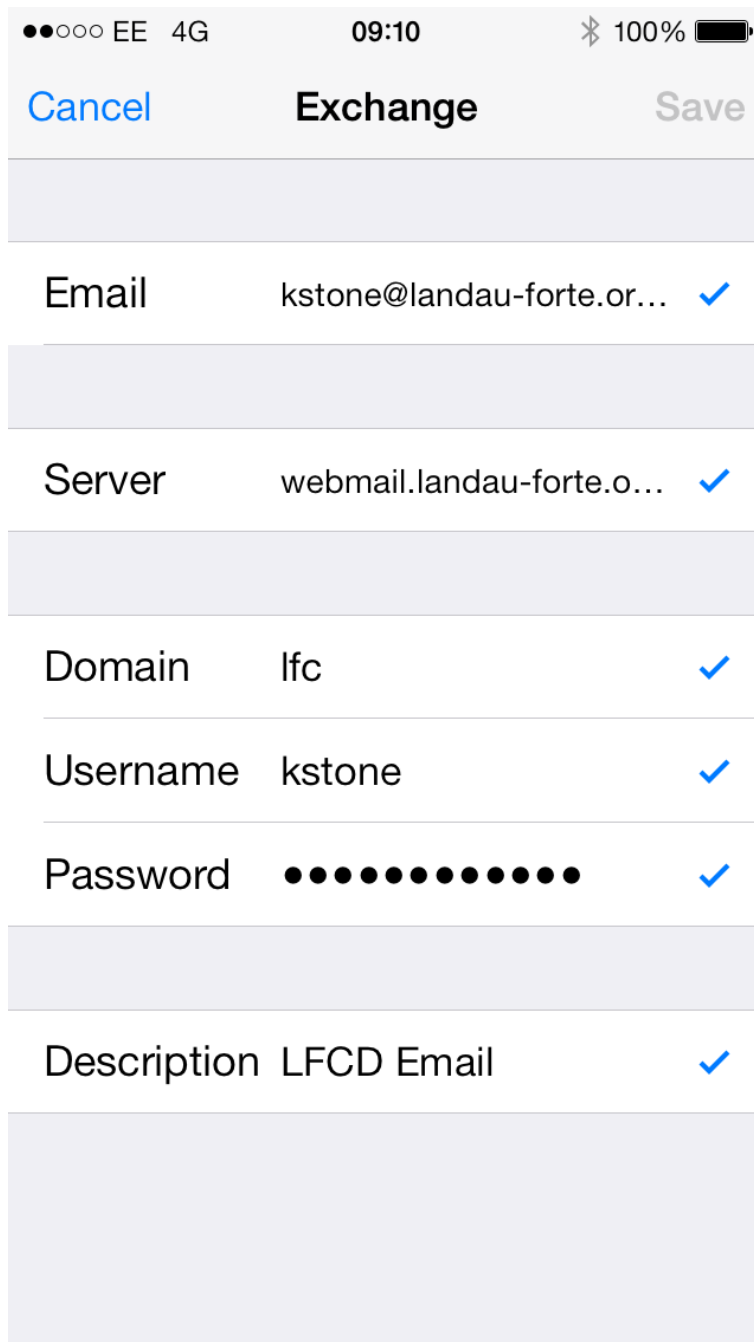
4. You will be asked to enter information to set up the email account. Please use the following information:

Email Your Academy Email Address

Password Your Academy Password (Case sensitive)

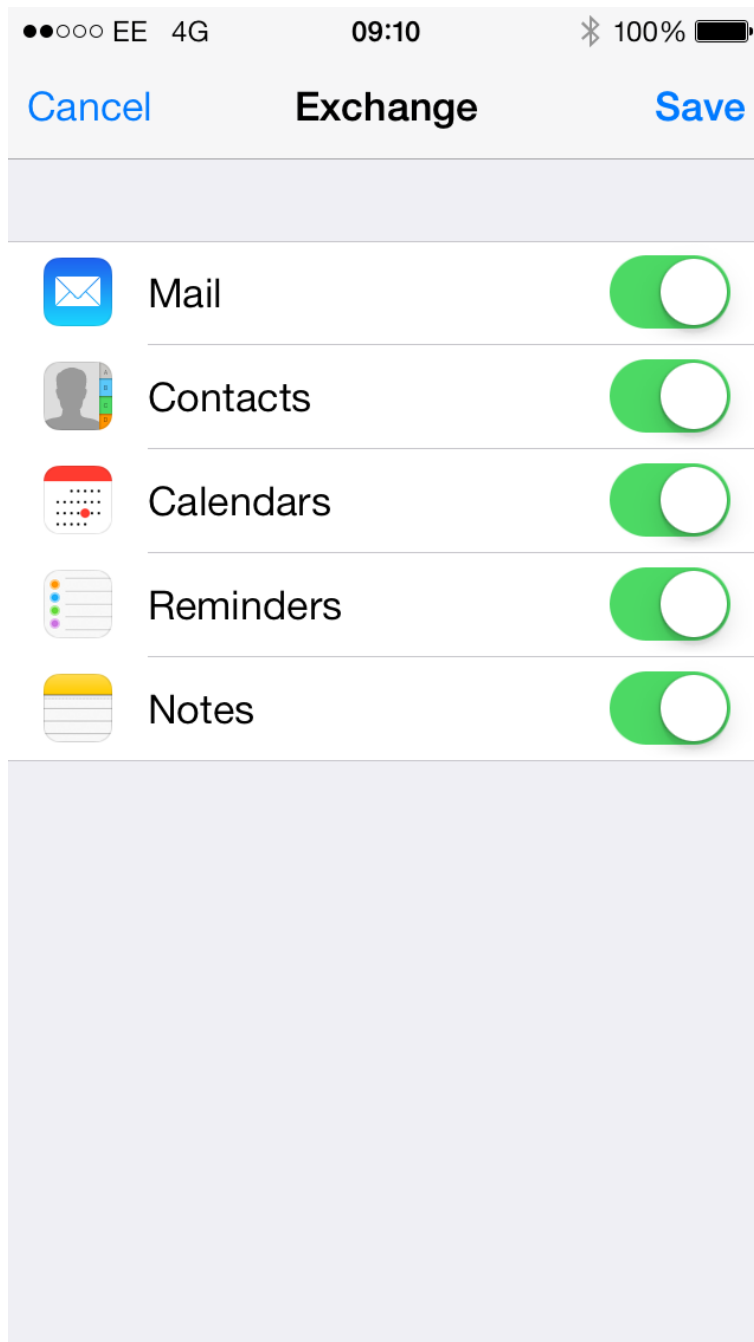
Description A description for you to recognise this account on your iPhone or iPod

5. Once you are done, click on the **Next** button



6. New boxes will appear asking for additional information:

- Domain** lfc
- Username** Your Academy Username (Not case sensitive)
- Server** webmail.landau-forte.org.uk



7. Once verified, you will be met with a screen with five options

- | | |
|------------------|--|
| Mail | View your email from this account on your iPhone or iPod |
| Contacts | Add your Outlook contacts to your contacts on your iPhone or iPod |
| Calendars | View your Outlook calendar from this account on your iPhone or iPod |
| Reminders | Add your Outlook calendar alerts as reminders on your iPhone or iPod |
| Notes | Add notes saved to your Outlook account on your iPhone or iPod |