

Setting up email on iOS (Apple)

1. Tap **Settings > Mail, Contacts, Calendars > Accounts > Add account > Email**.
2. In the **Add Account** page, tap **Exchange**.
3. Enter your full email address, with @chinooksd.ca on the end (for example mmouse28@chinooksd.ca) and your password, and then tap **Next**. This is your new Chinook portal username – the one with the numbers at the end.

(If the device can't find your settings, you need to add them. In **Server**, enter **outlook.office365.com**, and then add your **Username** and **Password**. This is your Chinook portal username, with @chinooksd.ca on the end (mmouse28@chinooksd.ca) and password.)

4. By default, **Mail, Contacts, and Calendar** information are synchronized. Tap **Save**.

NOTE If you get a time-out message, your password or other information might be incorrect. Retype the information, and then try again.