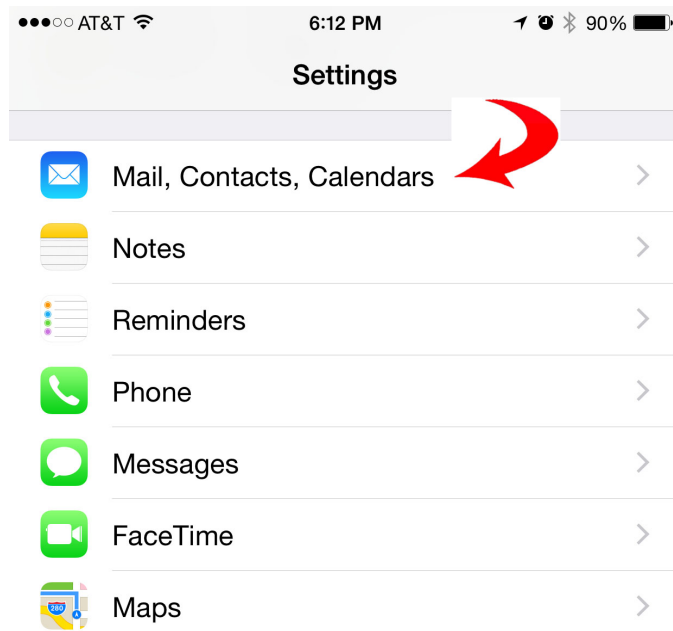


# How to setup your School email on your cell phone.

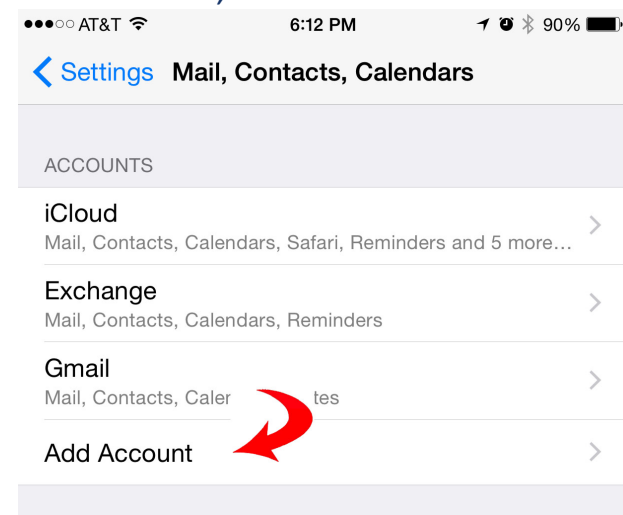
The instructions are for iPhone but work on iPad and the settings are the same on Android phones and tablets.

On iPhone or iPad – Choose Settings,

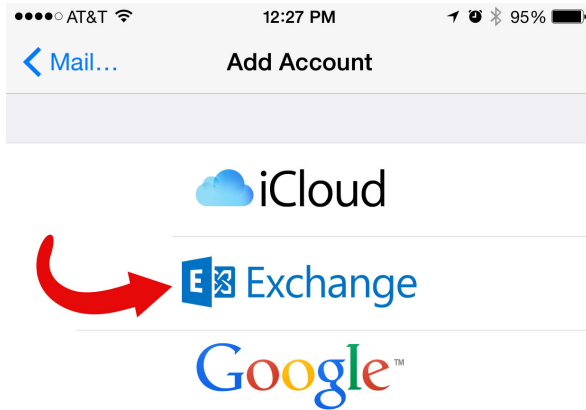
Choose -Mail, Contacts, Calendars.



Add Account,



Exchange (pictured below)

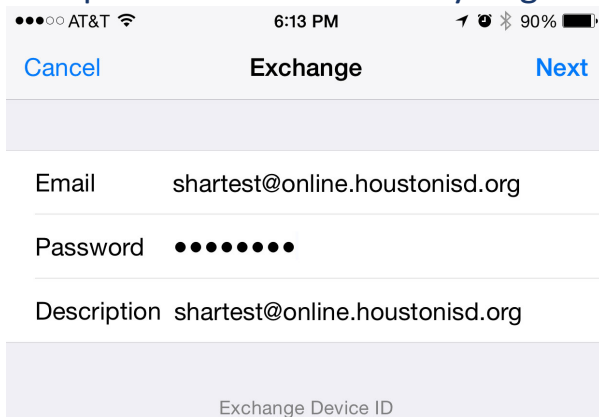


**Email:** [your\\_username@online.houstonisd.org](mailto:your_username@online.houstonisd.org) your complete email address

**Password:** your computer password

**Desc:** whatever you want i.e. School Email

Accept certificate error – if you get it.



Continue on the Next Screen;

**Enter these settings carefully.**

Email: [your\\_username@online.houstonisd.org](mailto:your_username@online.houstonisd.org)

Server: outlook.office365.com

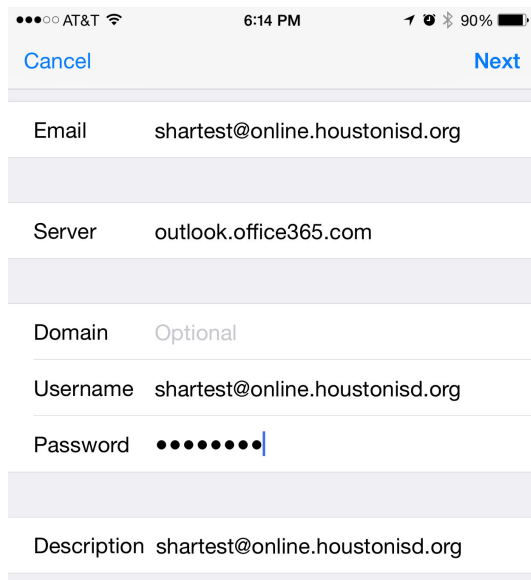
Domain: leave blank

Username: [your\\_username@online.houstonisd.org](mailto:your_username@online.houstonisd.org)

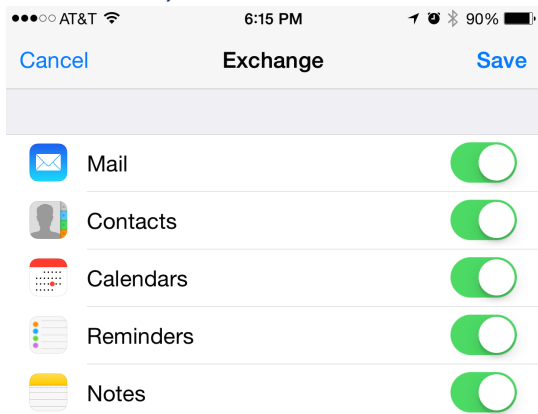
Password: Your computer password

Desc: what ever you want – email address is fine

No Advanced settings



**Click Next, then after it Verifies settings Click SAVE**



That's All. Now open your mail app and you should see email coming in as it downloads.