**IPHONE & iPad**



1. Press the "**Settings**" app icon.
2. Press **Mail, Contacts, Calendars.**
3. Press **Add Account…**



1. Press, **Microsoft Exchange** to set up a **new** Exchange account.
2. In the fields type the Cabarrus County School’s Microsoft Exchange account information for the **account**.
	1. **Email**: type **full email address**

Example: jennifer.jenkins@cabarrus.k12.nc.us

* 1. **Domain**: **ccs.k12.int**
	2. **Username**: type the first part of the email address.

Example jennifer.jenkins

* 1. **Password**: type the email password for the account.
1. Tap the **NEXT** button. Top right corner of Account Information window.
2. There will be a pause while the account information is verified.
3. ***If prompted*** type the **Server** information: **webmail2.cabarrus.k12.nc.us**
4. Tap **Done**.
5. Press **Home** button.