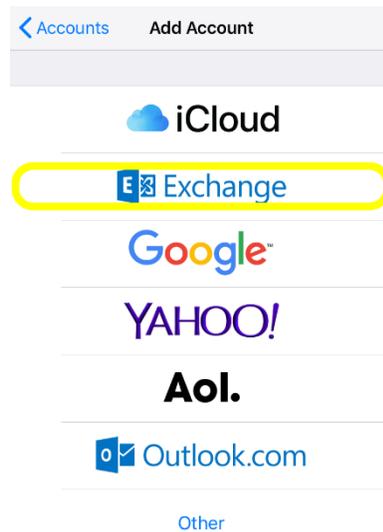


# HOW TO SETUP OUTLOOK EMAIL AND CALENDAR ON AN IPHONE/IPAD OR IPOD TOUCH

1. Select “Settings” from the Home Screen
2. Select “Passwords & Accounts”.
3. Select “Add Account”



4. Choose “Exchange” as the email type.



5. Complete the following using your PISD credentials.

**Email:** Enter your PISD email address (Example: [jane.doe@pisd.edu](mailto:jane.doe@pisd.edu))

**Description:** Enter desired description (Example: PISD Outlook email)

Cancel Exchange Next

Email email@example.com

Description My Exchange Account

Exchange Device ID

6. Tap Sign In

Cancel Exchange Next

Email @pisd.edu

Description Plano ISD

Sign in to your "pisd.edu"  
Exchange account using  
Microsoft?  
Your email address will be sent to  
Microsoft to discover your Exchange  
account information.

Configure Manually

Sign In

7. Password: Enter your PISD network password

Cancel login.microsoftonline.com

Microsoft

< @pisd.edu

Enter password

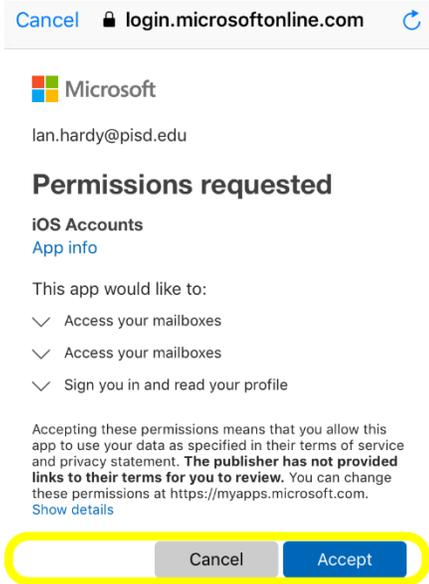
Password

[Forgot my password](#)

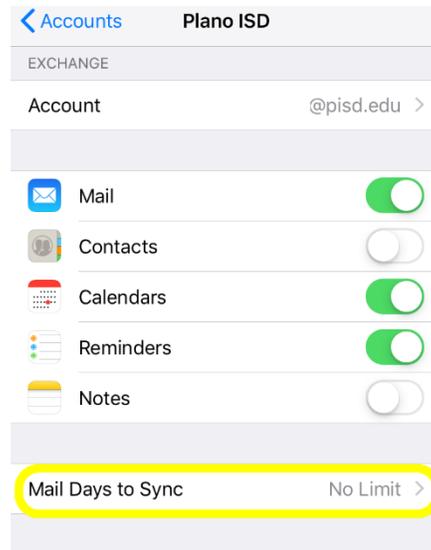
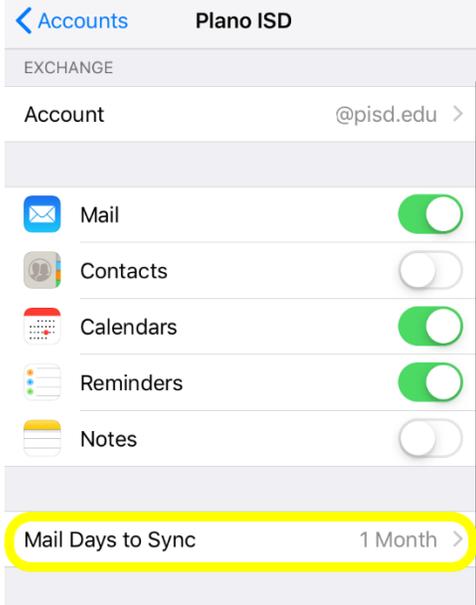
[Sign in with another account](#)

Sign in

8. Click Accept



9. Turn Mail and Calendar on and leave Contacts off.  
Change the Mail Days to Sync to “No Limit”



10. Tap Accounts to get back to the main menu.