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)

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



6. Tap Sign In



7. Password: Enter your PISD network password



8. Click Accept

Cancel 🔒 log	jin.microsoftor	ıline.com 💍						
Microsof	t							
lan.hardy@pisc	l.edu							
Permissions requested								
iOS Accounts App info								
This app would	like to:							
✓ Access your	mailboxes							
✓ Access your	✓ Access your mailboxes							
✓ Sign you in and read your profile								
Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. The publisher has not provided links to their terms for you to review . You can change these permissions at https://myapps.microsoft.com. Show details								
	Cancel	Accept						

 Turn Mail and Calendar on and leave Contacts off. Change the Mail Days to Sync to "No Limit"
Accounts Plane ISD

Accounts	Plano ISD					
EXCHANGE			<	Accounts	Plano ISD	
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10. Tap Accounts to get back to the main menu.