

INSTRUCTIONS FOR ADDING NYCDOE E-MAIL TO AN IPAD

This guide will walk you through all of the steps required to add a NYCDOE E-mail account to your iPad.

Requirements for adding a NYCDOE e-mail account to an iPad:

- Any iOS version.

Note: The steps below can also be used to add an e-mail account to an iPod touch and an iPhone.



Instructions for Adding a NYCDOE E-Mail Account to your iPad

Step 1: Start the iPad. From the main screen, tap on the '**Settings**' icon (figure 1b). You will be presented with the '**Settings**' menu as shown in figure 2.

Figure 1a

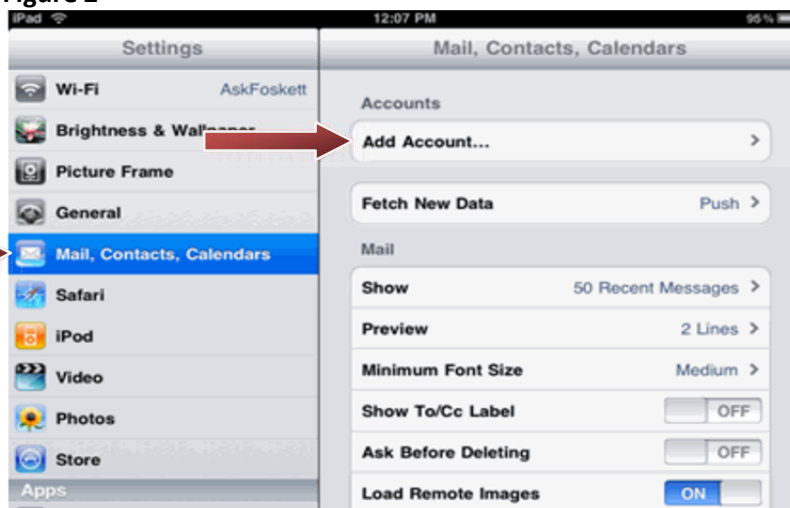


Figure 1b



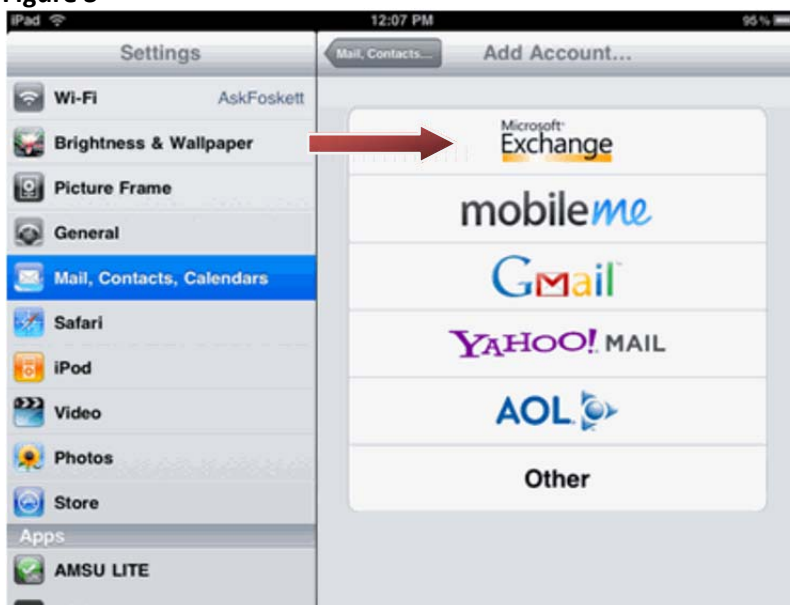
Step 2: From here, you have the option to change several settings. Tap on the '**Mail, Contacts, Calendars**' tab. Then tap on '**Add Account**'. You will be presented with a list of e-mail servers.

Figure 2



Step 3: Tap on '**Microsoft Exchange**'. You will be presented with the '**Exchange**' screen as shown in figure 4a.

Figure 3



Instructions for Adding a NYCDOE E-Mail Account to your iPad

Step 4: Enter the following information:

Email - your NYCDOE e-mail address

Domain - central

Username - the part of your e-mail address before the @schools.nyc.gov

Password - your e-mail password

Description - NYCDOE

Tap **'Next'** located in the top right corner. You will be presented with an additional field titled **'Server'** as shown in figure 5.

You may be presented with the alert box shown in Figure 4b. Tap **'Continue'**.

***Note:** Depending on the iOS version of your iPad, you may need to do a restart before you can connect to the server.*

Figure 4a

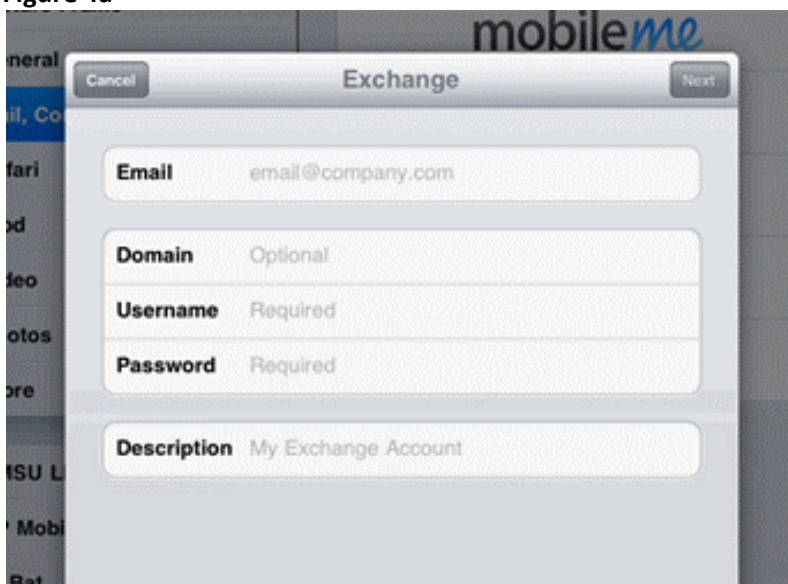
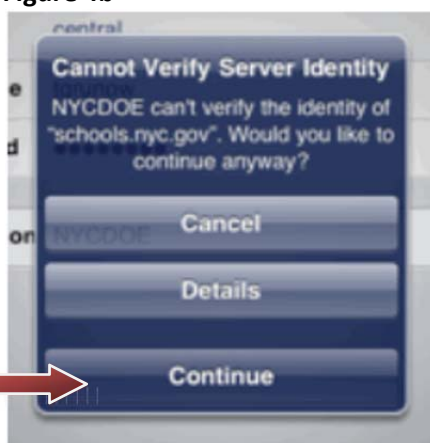
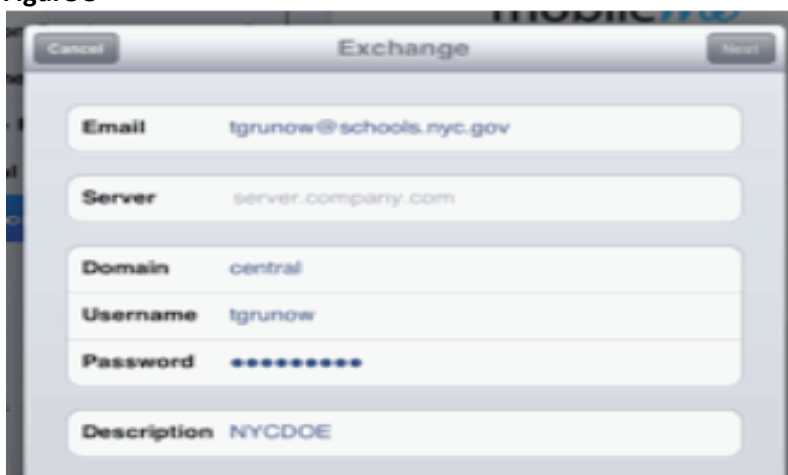


Figure 4b



Step 5: In the **'Server'** field, type in **'mail.nycboe.net'** and press **'Next'**. You will be presented with the **'Exchange Account'** window shown in Figure 6.

Figure 5



Instructions for Adding a NYCDOE E-Mail Account to your iPad

Step 6: From here, you can select to receive NYCDOE e-mail, contacts, and calendars by setting the values to '**ON**'. Then tap '**Save**'.

- Your NYCDOE e-mail should now be accessible in Mail.



- The NYCDOE Global Address Book is available in the Contacts. (If you choose '**ON**', you will also have the option to keep or delete the iPad's existing contacts. Keeping them may result in duplicates.)



- Your NYCDOE calendar events are viewable in Calendar.



If you are unable to add a NYCDOE e-mail account to your iPad, contact the Service Desk at (718)935-5100.

Figure 6

