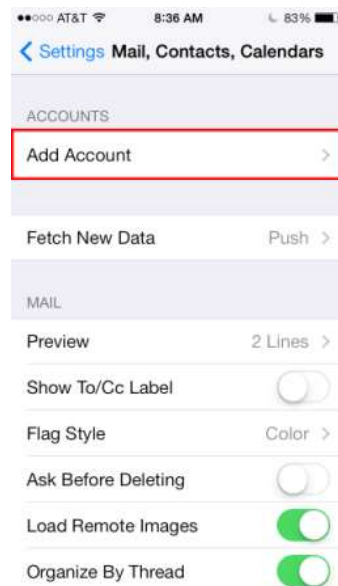
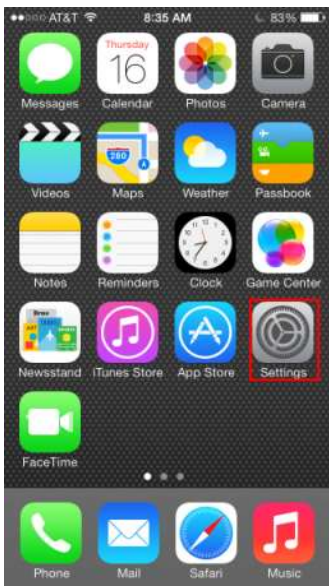




Setting up Exchange on iOS

PLEASE NOTE: You will need to either be connected to the school Wi-Fi and logged in or have a phone signal to complete this task.

1. On the home screen of your device, tap **Settings > Mail, Contacts, Calendars > Add Account**.



2. Tap **Exchange** and enter your email address, password, and an optional description. Tap **Next**.



Helpful Guide

Email: yourname@clfs.surrey.sch.uk

Server: mymobile.myclfs.co.uk

Domain: Freemens

Username: YourUsername

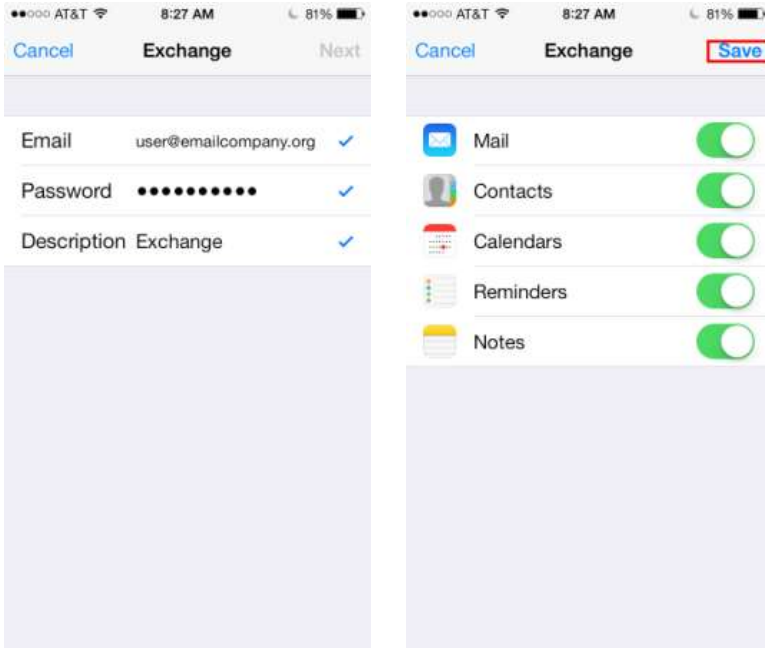
Password: YourPassword

Description: Work Email



Setting up Exchange on iOS

3. Make your selections and tap **Save**.



Select the services that you want to synchronize from the Exchange server, and then tap **Save**.

You have successfully added your Exchange email account on your iOS device.

Note: Depending on how much data is in the mailbox, it might take some time before your information is completely downloaded into your device.