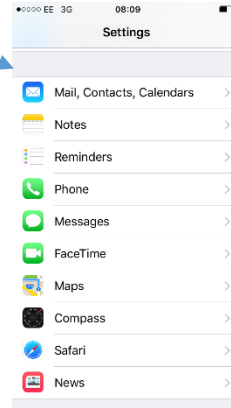
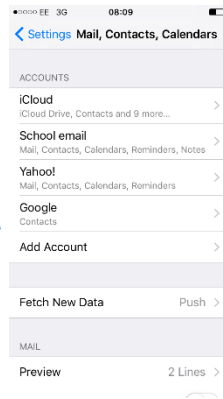


# Email instructions on Apple Device

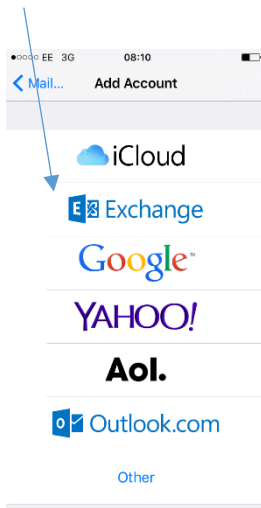
Go in to settings, and then mail contacts and calendars.



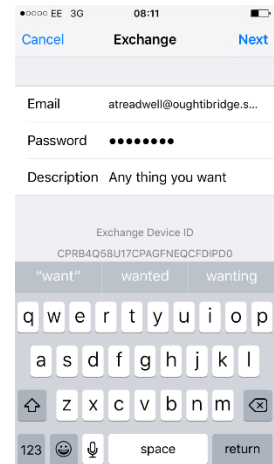
Tap on add account.



Then choose Exchange.



Enter your email address in the email section, your password in the password box (this is the password that you log in to the computer with), and in the description box whatever you want to refer to the email as i.e. School Email. Tap next.



On the next screen in the server box type in **mail.chaucer.sheffield.sch.uk** in the domain box **chaucer** and in the username box add your **username** (this is the username that you log in to the computer with).

You may see a security warning click continue.

Your email should now be set up.

