

## Setting Up Email on Mobile Devices

### For Apple Devices

1. Open Settings.
2. Select Mail, Contacts and Calendars
3. Click Add Account
4. Select Exchange
5. Email: Enter your email address
6. Password: Enter your password
7. Description: Enter "Mayfield Email" or other generic name to remember what account you are using.
8. Click Next.
9. Server: enter email.mayfieldschools.org
10. Domain: enter MFCSD
11. Username: enter your username
12. Password: Enter your password
13. Click Next
14. Select what you would like synched to your phone. Mail, Calendar and Reminders are helpful.

### For Android Devices

1. Open Settings.
2. Select Accounts and Sync.
3. Click Add account.
4. Select Microsoft Exchange.
5. Enter your Email Address.
6. Enter your Password.
7. Click Manual Setup.
8. Change the server address from mayfieldschools.org to email.mayfieldschools.org
9. Enter MFCSD as the domain.
10. Click Next.
11. Select what you would like synched to your phone. Email and Calendar are recommended.