

Work Email Setup

Click on the mail Icon on the Taskbar





Scroll down to the bottom and select <u>Advanced</u> <u>Setup</u>



Click on <u>Exchange</u> <u>ActiveSync</u>

Add an account

Advanced setup

Choose the kind of account you want to setup. If you're not sure, check with your service provider.

Exchange ActiveSync

des Exchange en Louier accounts that use Exchange ActiveSync.

Enter <u>your</u> information into settings

Coarch	Managa	
Add an account	×	
Exchange		e
Email address		
jduplay@mayfieldschools.org		te
Password		
•••••		u
User name		
jduplay		
Domain		
mfcsd		
Server		
email.mayfieldschools.org		
Server requires encrypted (SSL) connectio	n	
Account name		
jduplay	×	
· · · · · · · · · · · · · · · · · · ·	∕Sign in X Canc	el

Click <u>Yes</u> to finish adding your account

Are you trying to add, update, or remove your email account?

If so, your organization needs to apply some security policies on your device that may require you to create a complex password, sign in again after a period of inactivity, or limit the number of times you can try to sign in. If you didn't initiate a change, select No.

