

TO ADD MAYFIELD EMAIL TO YOUR SMARTPHONE

For APPLE Devices

1. Open **Settings**.
2. Select **Passwords & Accounts**
3. Click **Add Account**
4. Select **Microsoft Exchange**
5. Email: Enter **your Mayfield email address**
6. Description: Enter "Mayfield Email" or other generic name to remember what account you are using.
7. Click Next, **configure MANUALLY**
8. Server: enter **email.mayfieldschools.org**
9. Enter: **Mayfield email password**
10. Domain: enter **MFCSD**
11. Username: enter your **username** (your first initial and last name)
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 & 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** (does not have to be all caps) as the domain
10. Click **NEXT**
11. Select what you would like synched to your phone (Email and Calendar are recommended)