Setup RISD Staff Email on iPhone and iPad

1. **Step 1:**Make sure your device is connected to a data network via cell phone service or other wireless connection type.
2. **Step 2:**Go to **Settings > Mail, Contacts, Calendars > Add Account...**.
3. **Step 3:**On the *Add Account...* screen, tap **Exchange**.
4. **Step 4:**On the *Exchange* screen:
   - In the *Email* field, enter **username@redwaterisd.org** where **username** is your **computer username** (e.g. jdoe), followed by **@redwaterisd.org**.
   - In the *Password* field, enter your **Computer password**.
   - In the *Domain* field, enter **redwater**
   - Tap **Next**.
5. **Step 5:** You may receive an "Unable to Verify Certificate" message, go ahead and Tap the **Accept** button.
6. **Step 6:** Enter the following:
   - In the *Server* field, enter **owa.redwaterisd.org**
   - In the *Domain* field, enter **redwater**
   - In the *Username* field, enter your **Computer username**. Usually, this is the same as the first part of your email address (e.g. jdoe).
   - In the *Password* field, enter your **Computer password**.
   - Tap **Next**. Your device will attempt to connect to the Exchange server.
7. **Step 7:**You will be prompted to synchronize your Mail, Contacts, Calendars, and Reminders. Turn **OFF Contacts**, as this may cause you trouble when upgrading phones in the future. Leave **Mail**, **Calendars**, and **Reminders** set to **ON**. Tap **Save** when finished. You are now ready to use your Exchange email on your iPhone, iPod Touch, or iPad.
   Note: If you choose to sync your contacts or calendars and already have existing contacts or calendars on your device, you will be prompted to keep or delete them. We recommend that you keep them. They will remain separate from your Exchange contacts and calendar.
8. **Step 8:**To confirm your email has been set up correctly, open **Mail**. It may take a few minutes for your mail to appear.