

Follow these steps to setup your Exchange ActiveSync account your iOS device:

PLEASE NOTE: The steps may vary slightly on different versions of IOS

Tap Settings > Mail, Contacts, Calendars > Add Account > Microsoft Exchange.

Carrier 9:42 AM

Enter your Exchange account information

Cancel Exchange Next

Email lastname.firstname@wgmail.org

Domain WGHS

Username lastname.firstname

Password

Description WGSD EMAIL

Enter your WGSD e-mail address in the

Enter **WGHS** in the Domain field.

Enter your Active Directory (AD) username in the Username field. (This is the USERNAME you use to log-onto your District PC).

Enter your AD password in the Password field.

Enter your **WGSD EMAIL** in the Description field.

Click Next.

Carrier 9:42 AM

Enter your Exchange account information

Cancel Exchange Next

Email lastname.firstname@wgmail.org

Server mail.wgmail.org

Domain WGHS

Username lastname.firstname

Password

Description WGSD EMAIL

Your iOS device will now try to locate your Exchange Server. If necessary, you will need to **mail,wgmail.org** in the Server field.

Select the features to synchronize with your Exchange account. Turn on Mail, Contacts and Calendar.



PLEASE NOTE: THIS IS A VERY IMPORTANT STEP

SELECT "Keep on My iPhone" TO KEEP YOUR EXISTING CONTACTS on your phone. ALSO SELECT "Keep on My iPhone" if prompted for Calendar Events. Click Save. Your iPhone/iPad will begin to sync.