Setting up Email on iOS Devices
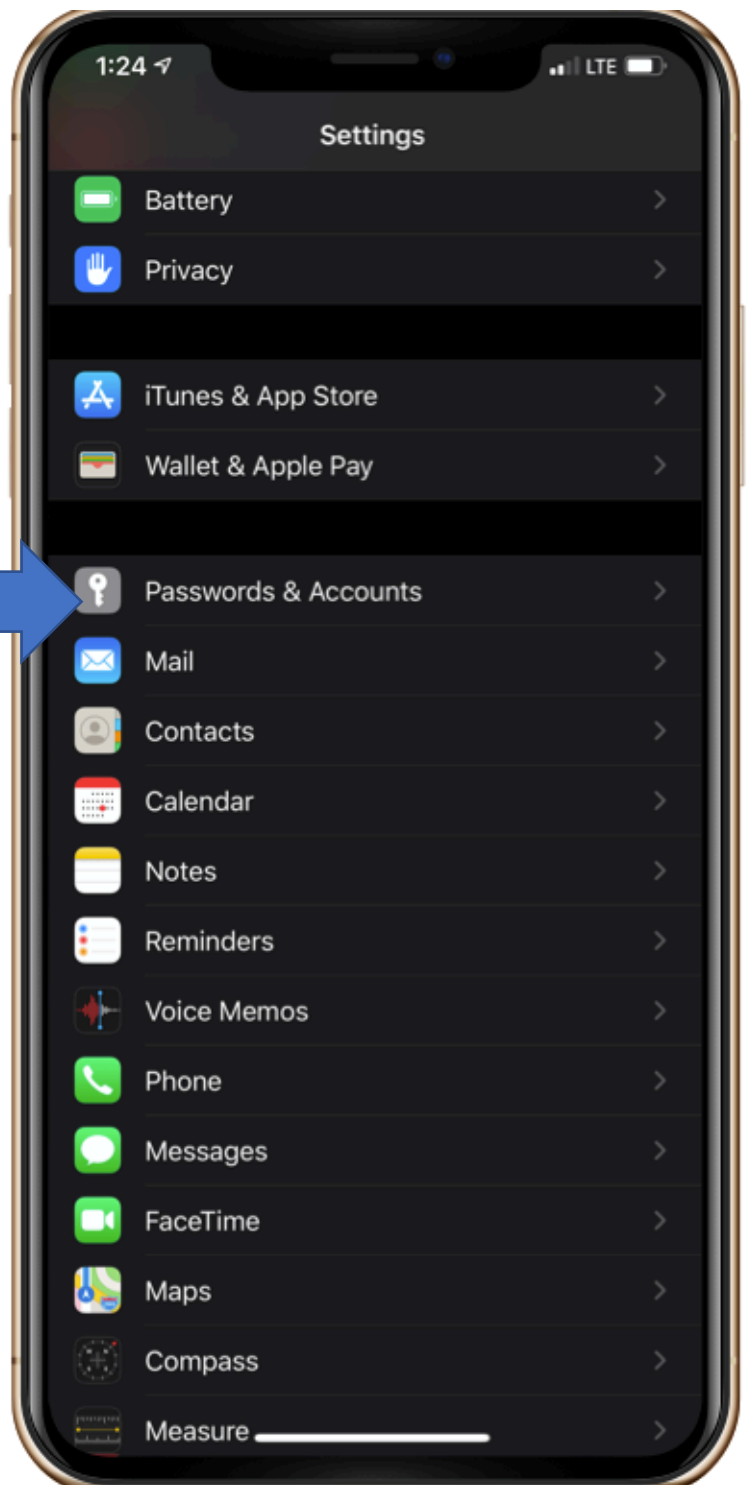
Using either the default Mail app or Outlook

Using the Default Mail Application

All devices running iOS come with Apple's mail app installed by default. Setup for mail accounts is done within the "Settings" application of your device.
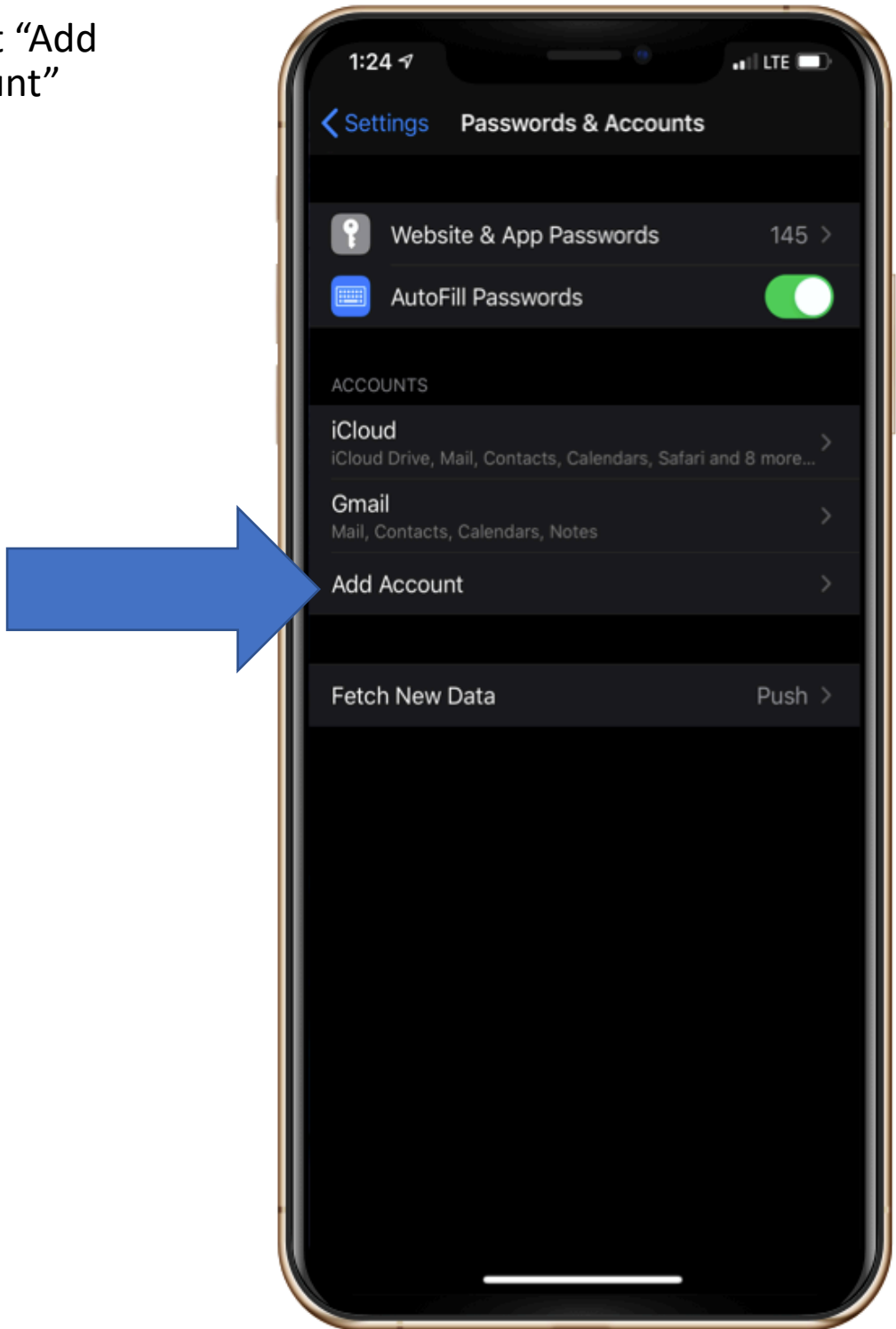
1. Open the "Settings" application on your device. It will open up to a screen identical to the one shown on the right.
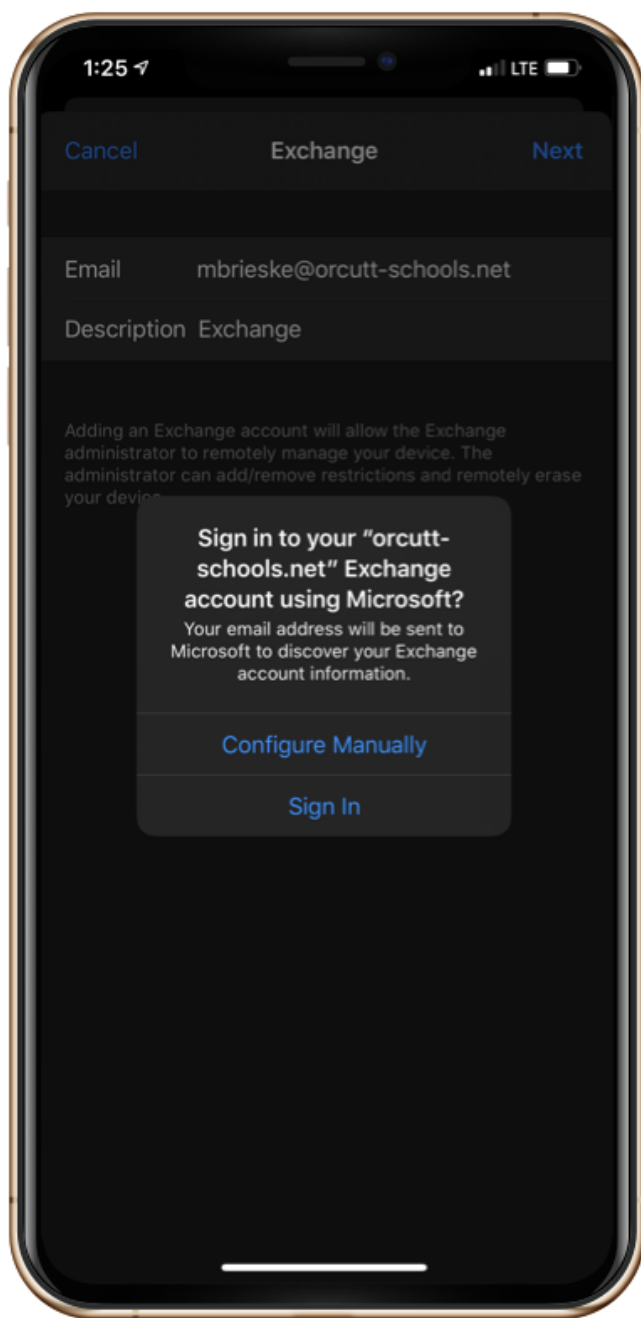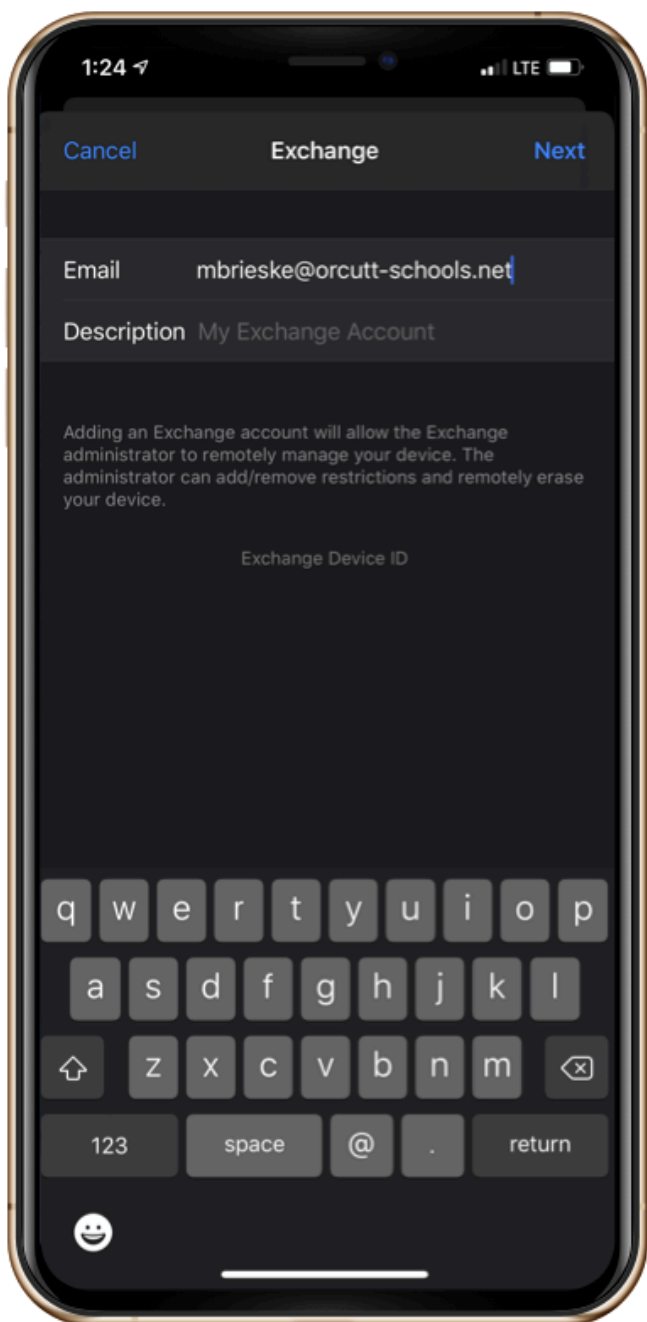
2. Scroll down until you see "Passwords & Accounts"

1:24

Settings

Battery

Privacy

iTunes & App Store

Wallet & Apple Pay

Passwords & Accounts

Mail

Contacts

Calendar

Notes

Reminders

Voice Memos

Phone

Messages

FaceTime

Maps

Compass

Measure

3. Select "Add Account"

4. Select "Microsoft Exchange"

5. Enter your District issued email and select "Next".
   - When prompted to choose "Configure Manually" or "Sign In", Select "Configure Manually"
   - Enter your Password into the section that shows up below Email and select "Next".
   - It should then successfully add your account
     - If it asks for more information enter the information found on the following page for server, domain, and username

Cancel   Next

Email   mbrieske@orcutt-schools.net

Server   email.orcutt-schools.net

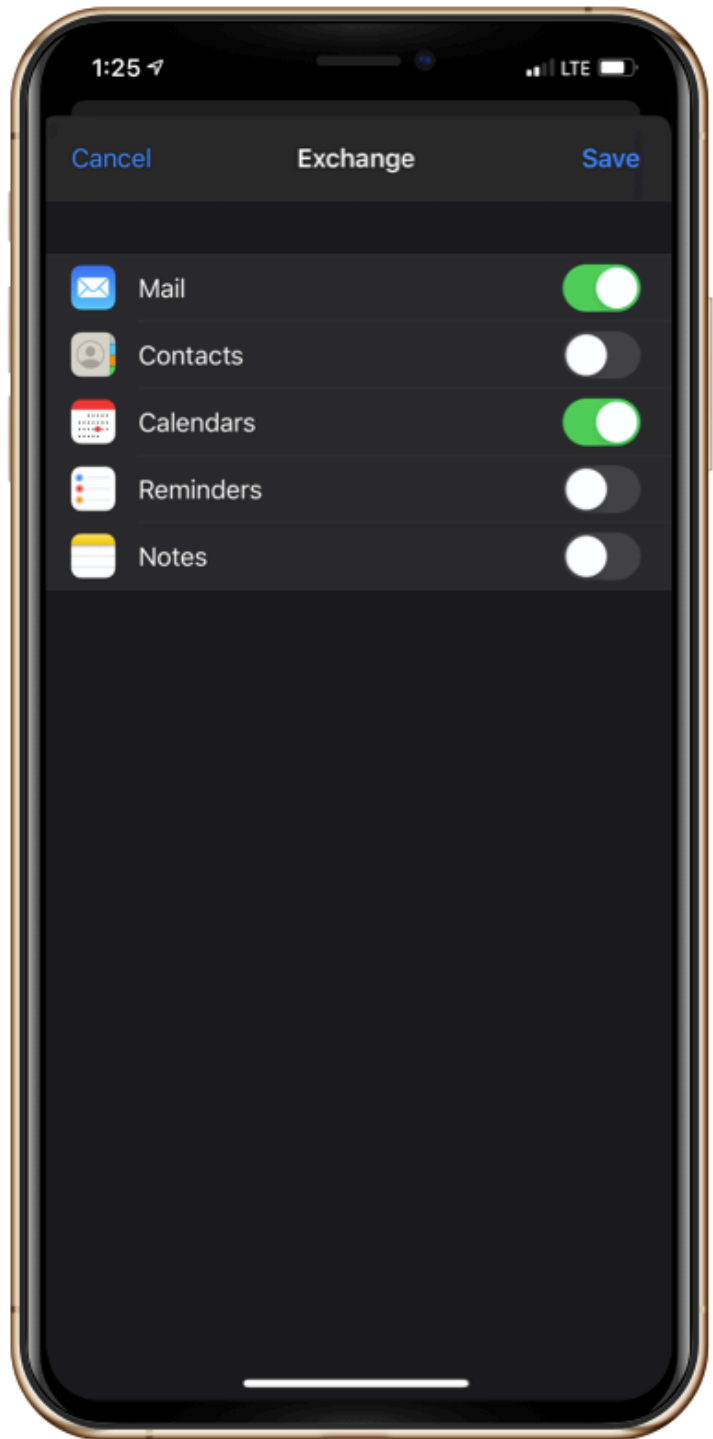Domain   ousd.info

Username   mbrieske
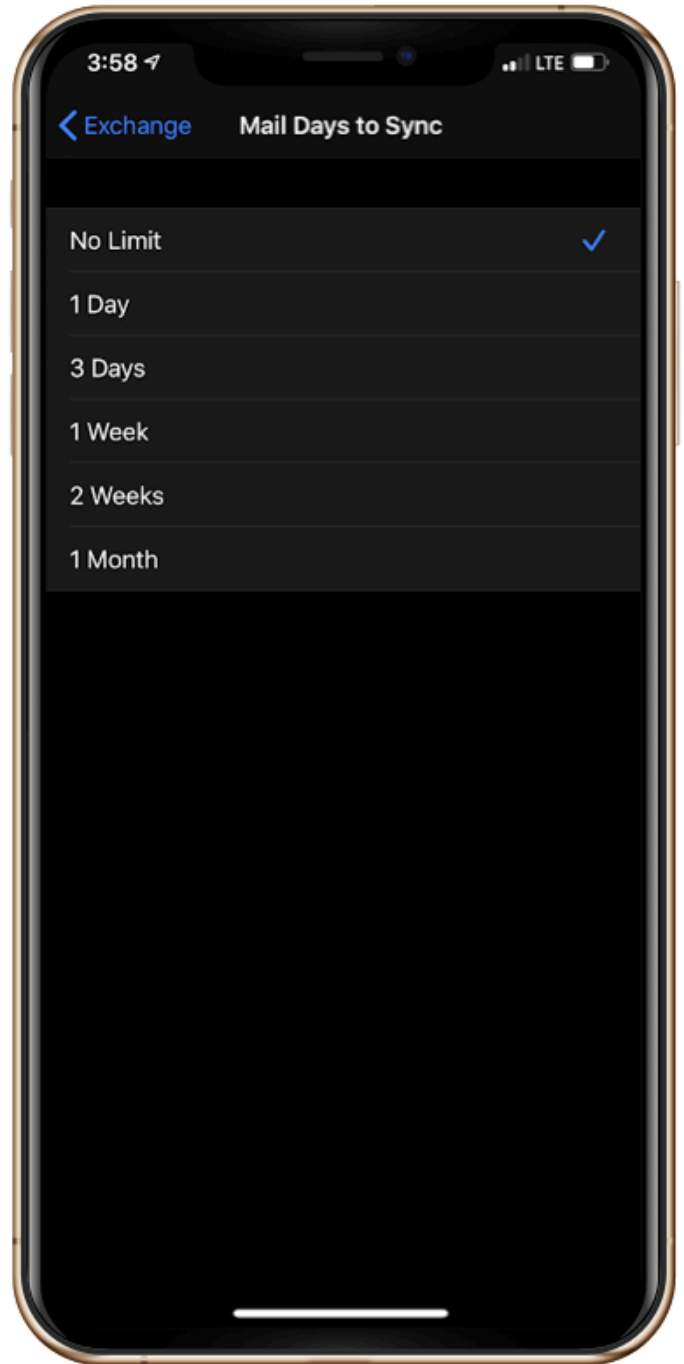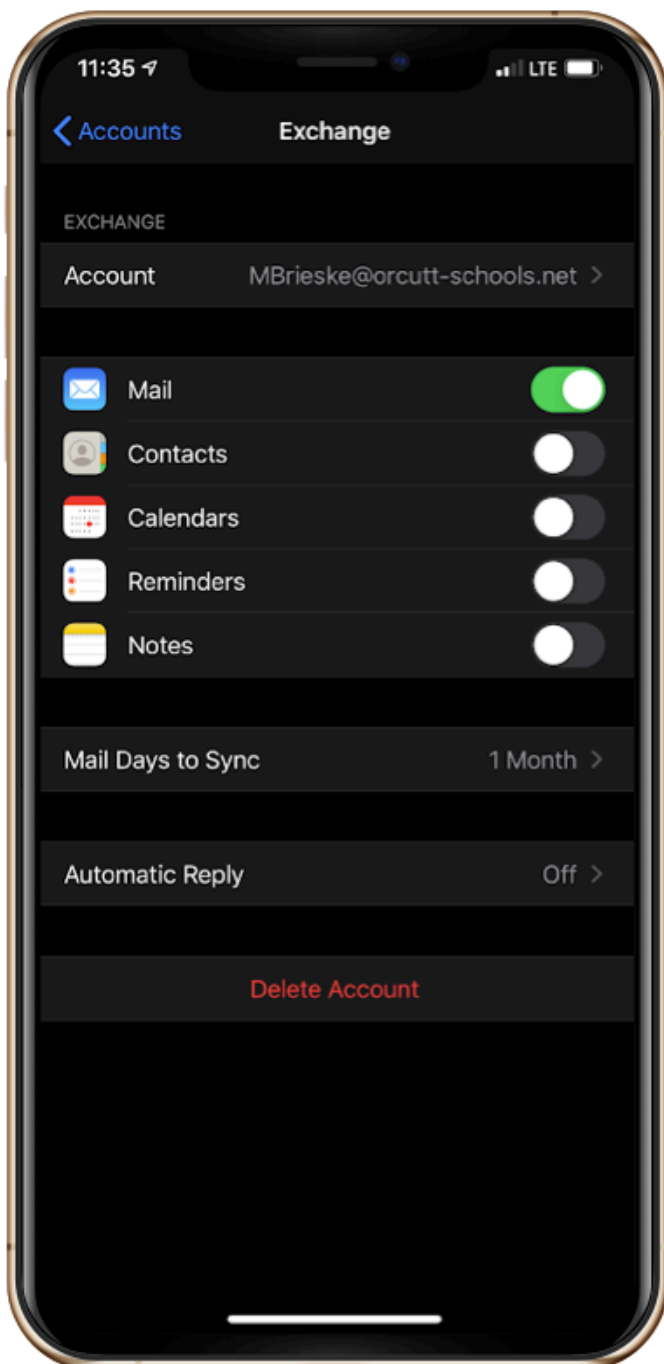
Password

Description   Exchange

6. De-select:
   - "Contacts"
   - "Reminders"
   - "Notes"
7. Select "Save"

8. By default, the Mail app only syncs emails from the past Month.
   - If would like it to sync all of your emails, you can change this by selecting the account in "Passwords & Accounts" named "Exchange", tapping on "Mail Days to Sync", and selecting "No Limit."

Using Outlook

Outlook is available to download in the App Store and can be used as an alternative to using the Mail app for accessing email on your device.

Outlook

Microsoft Outlook
Email and calendar

4.7 ★★★★★
1.2M Ratings

#5
Productivity

4+
Age

What's New

Version History
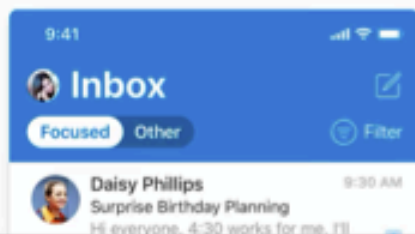
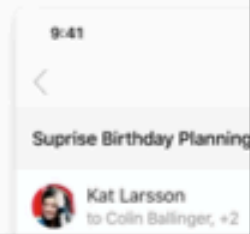Version 4.23.0   1d ago

Multi-task like a pro with Outlook, now optimized for Split View on iPad. Open your mail and calendar side by side or drag and drop text into a message wit more

Preview

Do more

9:41

Inbox

Focused | Other   Filter

Daisy Phillips   9:30 AM
Surprise Birthday Planning
Hi everyone, 4:30 works for me, I'll

Reply on

9:41

Suprise Birthday Planning

Kat Larsson
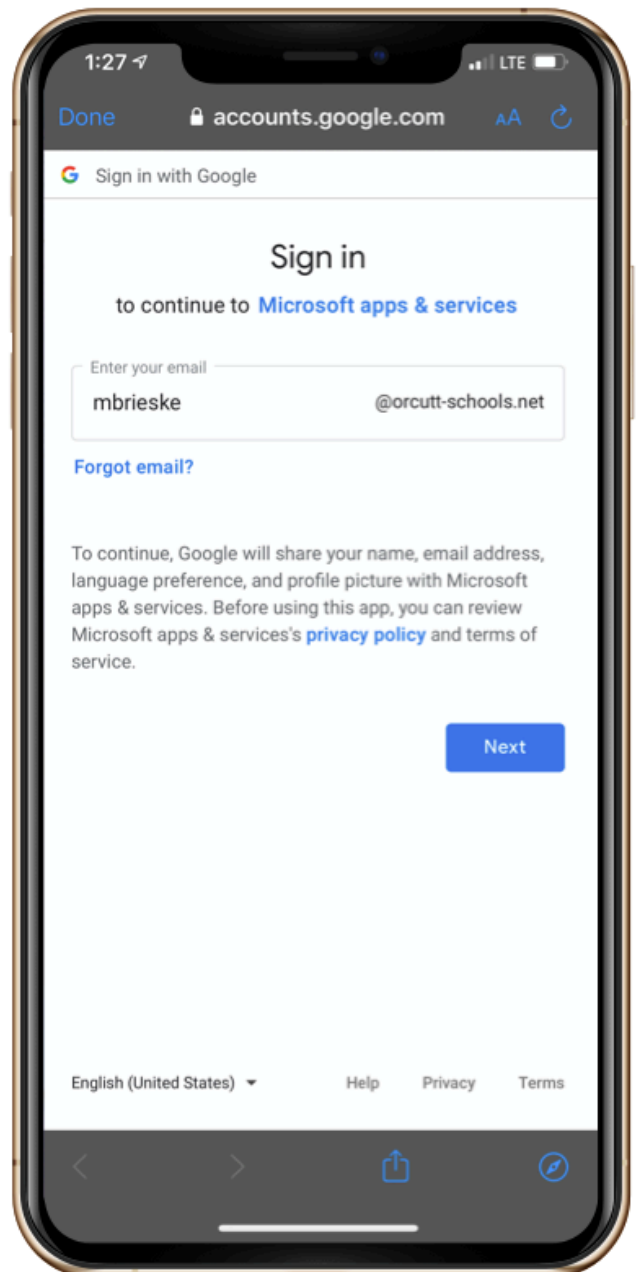to Colin Ballinger, +2

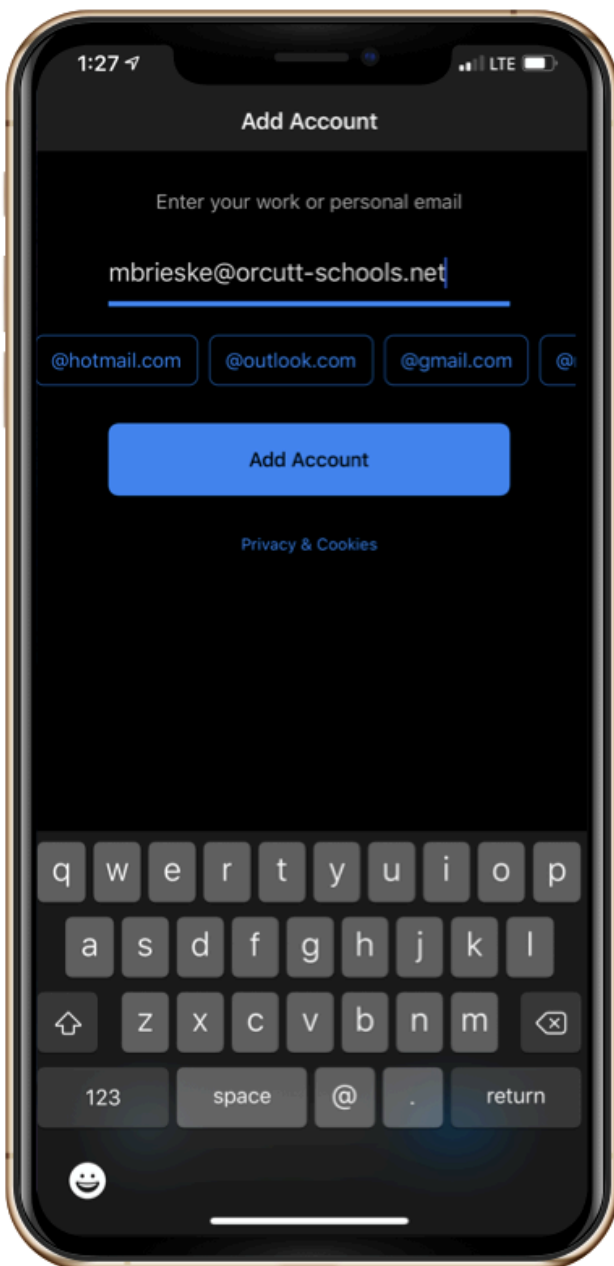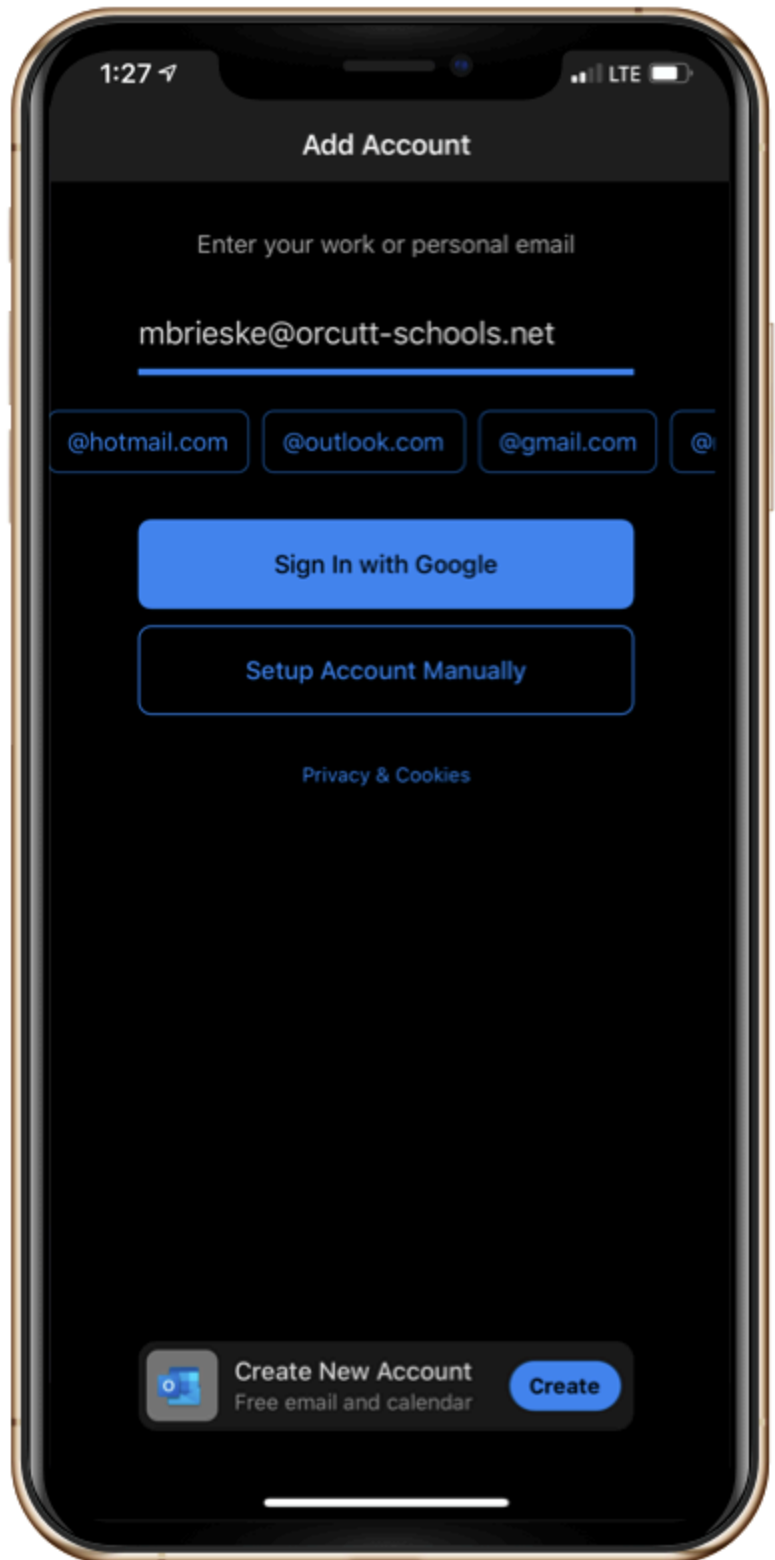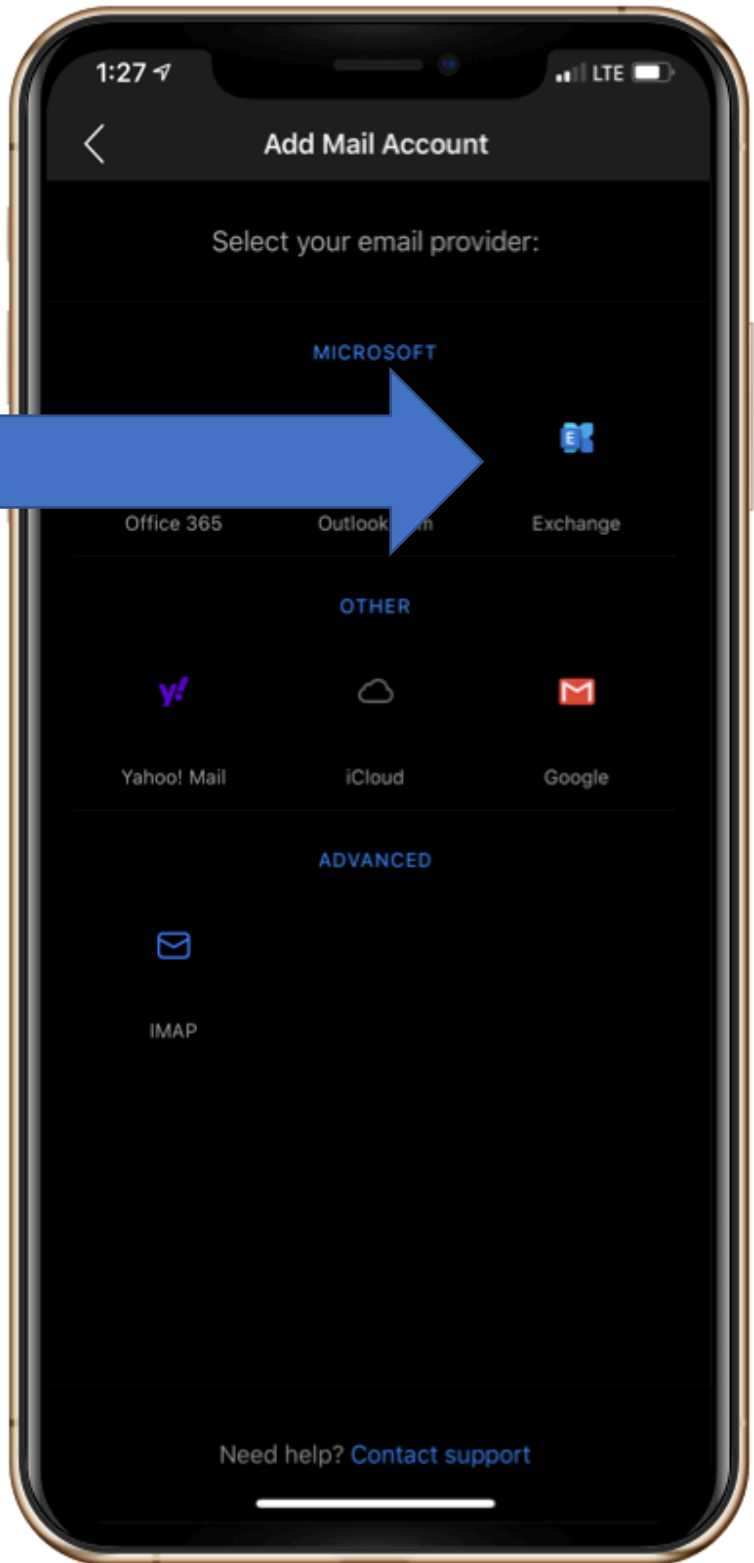Today   Games   Apps   Arcade   Search

1. Once the app is downloaded and installed, open it and type your email into the field.

2. Tap on "Add Account"
   - It will bring up a page to sign in a Google account. DO NOT DO THIS. Select "Done" on the top left.

3. Select "Setup
   Account
   Manually"

4. Select "Exchange" on the new page that opens up

5. On the "Exchange" screen, fill out the fields on the page that shows up with the following information
   - Email Address: Your district-issued email
   - Password: Your district email password
   - Server: "email.orcutt-schools.net".
   - Domain: "ousd.info"
   - Username: The first section of your email address (Before the @ symbol)

   Verify that your screen matches the example to the right, then select "Sign In"