



The John Roan School

The best in everyone™

Part of United Learning

The John Roan School

Setting Up Mail with Your Office 365 Email on Your iOS Device (iPad & iPhone)

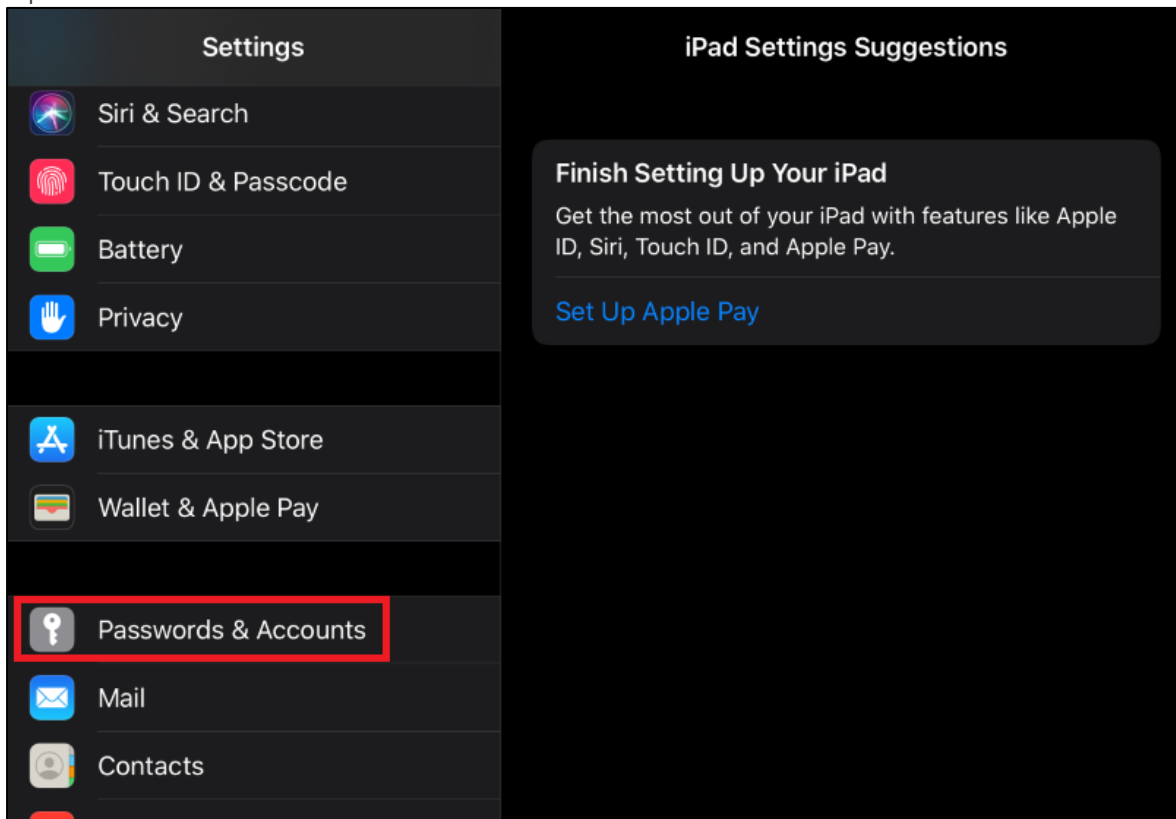


Setting Up Mail with Your Office 365 Email on Your iOS Device (iPad & iPhone)

1. Tap on Settings.



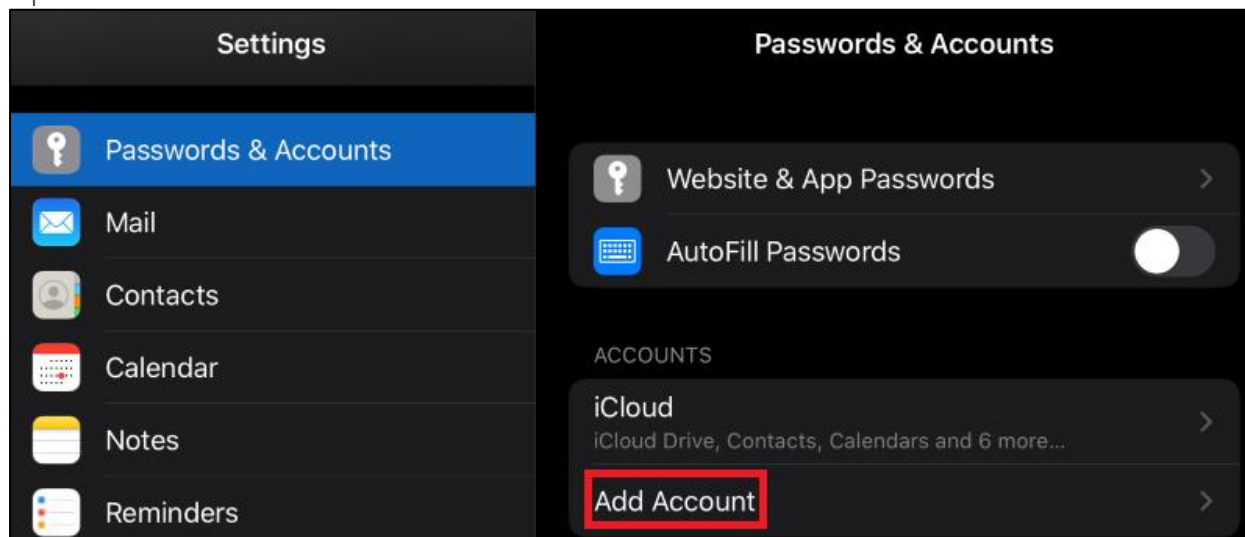
2. Tap Passwords & Accounts.



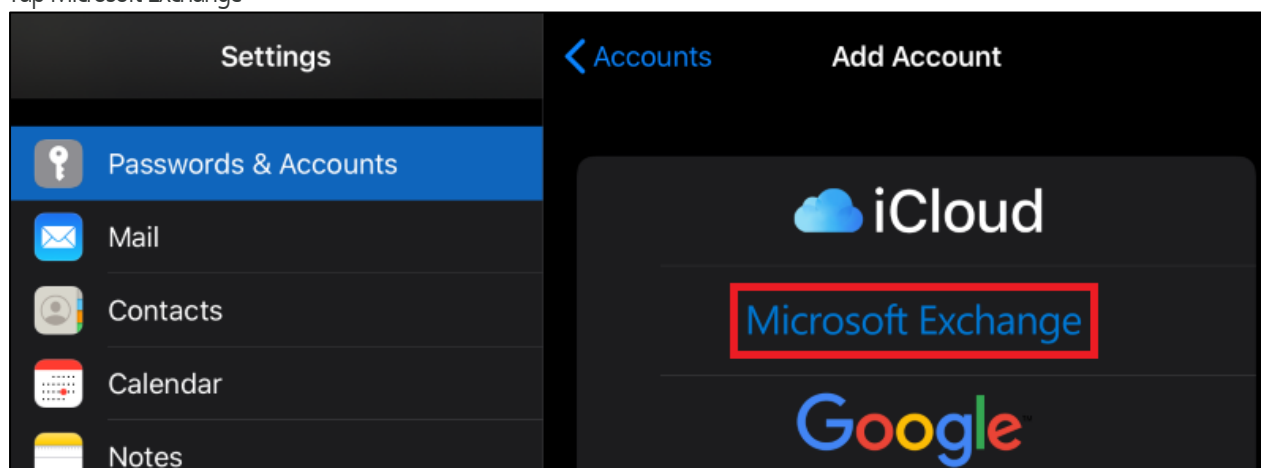
If your device is on iOS 9 or below, the setting is Mail, Contacts, and Calendars.



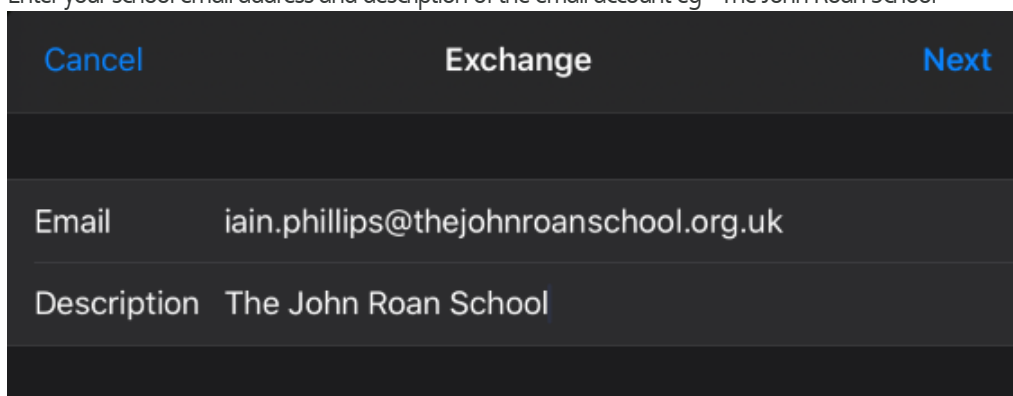
3. Tap Add Account.



4. Tap Microsoft Exchange



5. Enter your school email address and description of the email account eg "The John Roan School"



The school email addresses using the following from:

Staff: first name.surname@thejohnroanschool.org.uk eg iain.phillips@thejohnroanschool.org.uk

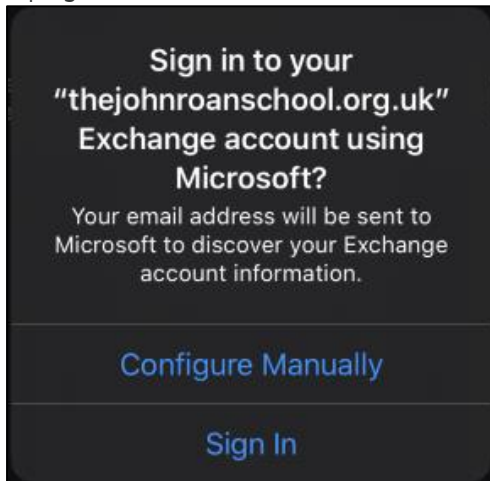
Student: first initial + surname + year of entry into secondary school@thejohnroanschool.org.uk eg

JROAN20@thejohnroanschool.org.uk

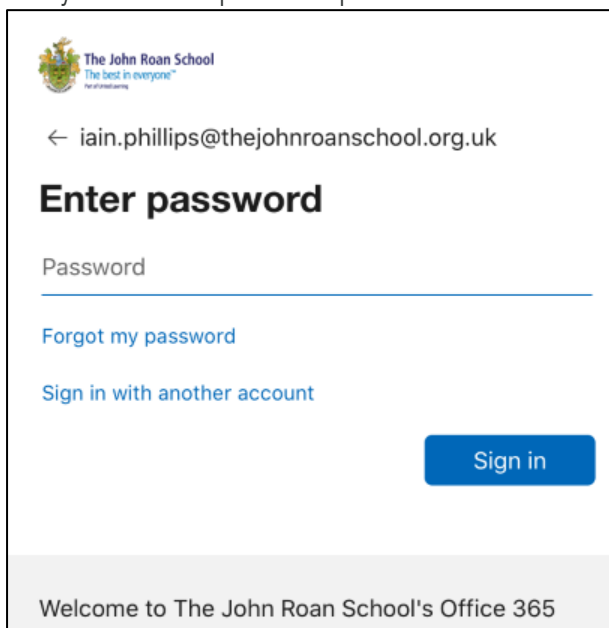


6. Tap Next

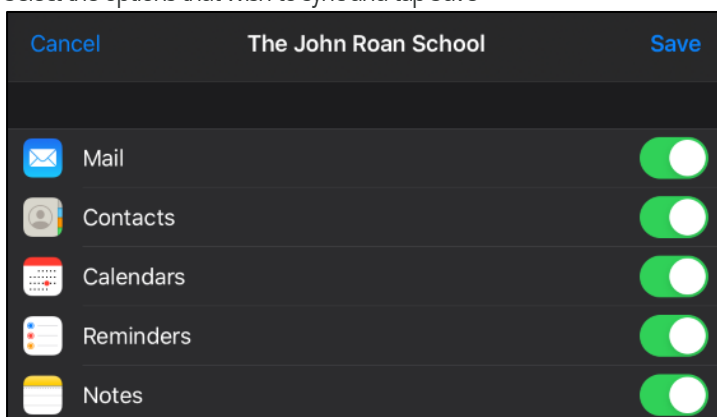
7. Tap Sign In



8. Enter your school computer/O365 password



9. Select the options that wish to sync and tap Save





10. You can now access your school email via the builtin Mail app by clicking the Mail app at the bottom of the screen

