

STUDENT USERS

Set up Office 365 Email on **Apple Device**

1. Under **Settings** menu, select **Mail, Contacts, Calendars**
2. Select **Accounts** then choose **Add account** and select an **EXCHANGE account**
3. Enter the following account information then select **Next**:
 - **Email:** Use your full email address (**firstname_lastname@scps.k12.fl.us**)
 - **Password:** Use your regular computer password (*yyyymmdd*)
 - **Description:** We recommend calling it "**SCPS**" so you know it's your school email
4. On the next screen, confirm that your email is entered correctly, then enter the following information then select **Next**:
 - **Server:** Use **outlook.office365.com** for your server name
 - **Domain:** *You can just leave this blank*
 - **Username:** Use your Student ID + "@student.myscps.us" (#####@student.myscps.us)
 - **Password:** Use your regular computer password (*yyyymmdd*)
5. As soon as your phone verifies the server settings, the **Account Options** screen displays. Here you can choose how often you want your email to sync with your phone, and what you want to sync with (we recommend you choose at least your **email and calendar**).
6. You're done!
7. When you're ready to check your email, go to your normal email app and then under the **Inboxes** menu you will be able to see all of your different accounts, including your new SCPS account. 😊