



## How do I set up TUSD email on an iPhone (iOS14)?

Follow the steps below to set up your TUSD email on an iPhone.

Restore Connection: If you are trying to restore an email connection that no longer works, you may need to remove the old account first. See <u>Remove Account</u> on p. 14.



From the Home Screen, tap Settings.

	letwork LTE 8:48 AM	94% 🔲	1
	Settings		
Ŷ	Passwords	>	
	Mail		
	Contacts	>	
	Calendar	>	
	Notes	>	
	Reminders	>	
•	Voice Memos	>	
	Phone	>	
	Messages	>	
	FaceTime	>	
$\checkmark$	Safari	>	
8	News	>	

On the Settings screen, scroll down and tap Mail.

III CC I	Network LTE	8:48 AM	94% 🔲	
< Set	ttings	Mail		
ALLO	W MAIL TO ACC	ESS		
	Siri & Searc	h	>	
	Notification	IS	>	
(°1»)	Cellular Da	ta		
PREFI	ERRED LANGUA	GE		
	Language		English >	
Acco	ounts		1 >	
MESS	AGE LIST			
Prev	iew		2 Lines >	
Show	w To/Cc Labe	els		
Swip	e Options		>	

On the Mail screen tap Accounts.

CC Network LTE	8:49 AM	94%
< Mail	Accounts	
ACCOUNTS		
iCloud Drive Contac	ots Calendars Safa	ri and 8 more
Add Account		
Fetch New Data		Push >

On the **Accounts** screen tap *Add Account*.



From the **Add Account** screen, tap *Exchange*.

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Cane	cel		Exchange					Next
Ema	il	firs	st.last	tnam	e@tı	usd1	org	
Desc	criptio	n TU	SD					
Addin admir admir erase	Adding an Exchange account will allow the Exchange administrator to remotely manage your device. The administrator can add/remove restrictions and remotely erase your device. Exchange Device ID							
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Email: Enter your TUSD email address.

**Description**: Enter a name you would like to identify this account. Tap *Next*.



You will be prompted to Configure Manually or Sign In. Tap Sign In.



Tap Work or School Account.

■ CC Network LTE	8:55 AM	93% 🔲
Cancel	Sts.tusd1.org	S AA
Tucson L District	Inified School	
Sign in with your c	organizational account	
john.smith@tusd1.or	ſġ	
••••		
Sign in		
© 2013 Microsoft		
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Enter your network password and tap Sign In.



On the **Permissions requested** screen tap Accept.

	Network LTE	8:57 AM	92%	
Cano	cel	TUSD	Save	
	Mail			
	Contacts			
	Calendars			
	Reminders			
	Notes			

## Tap Save.

CC Network LT	E 8:57 AM	92% 🔳
< Mail	Accounts	
ACCOUNTS		
<b>iCloud</b> iCloud Drive, Co	ntacts, Calendars, Safar	i and 8 more >
<b>TUSD</b> Mail, Contacts, (	Calendars, Reminders, N	otes
Add Account		>
Fetch New D	ata	Push >

Your TUSD account now appears in your list of **Accounts & Passwords**. Tap the account to view data settings.

CC Network LTE	8:57 AM	92	% 🔳	
Accounts	TUSD			
EXCHANGE				
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Contacts			$\supset$	
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Mail Days to Sync		1 Month	n >	
Automatic Reply		Loading	. >	

Decide which types of data you would like stored on your iPhone, and set the sliders appropriately. Green indicates that the data type will be synced. To deselect an item, slide it to the left and it will turn white. You're done! Your TUSD email will now be accessible through the Mail app on the **Home Screen**. If you still need assistance, please call the TS Service Desk at 225-6333.

## **Remove Account**

To restore an account that is no longer working, you may need to remove the account first and then <u>add the</u> <u>account (p. 1)</u>.



From the **Home Screen**, tap *Settings*.

•I CC Network LTE 9:36 AM 89%					
	Settings				
Ŷ	Passwords	>			
	Mail				
	Contacts	>			
	Calendar	>			
	Notes	>			
	Reminders	>			
	Voice Memos	>			
	Phone	>			
	Messages	>			
	FaceTime	>			
	Safari	>			
8	News	>			

On the Settings screen, scroll down and tap Mail.

. CC	Network LTE	9:36 AM	89% 🔲	
< Se	ttings	Mail		
ALLO	W MAIL TO ACC	ESS		
	Siri & Searc	ch	>	
	Notification	IS	>	
((†))	Cellular Da	ta		
PREF	ERRED LANGUA	GE		
	Language		English >	
Acco	ounts		2 >	
MESS	GAGE LIST			ľ
Prev	view		2 Lines >	
Show	w To/Cc Labe	els		
Swip	e Options		>	

On the Mail screen, scroll down and tap Accounts.

CC Network LTE	9:36 AM	89% 🔲
< Mail	Accounts	
ACCOUNTS		
iCloud iCloud Drive, Contac	cts, Calendars, Safar	i and 8 more >
<b>TUSD</b> Mail, Contacts, Cale	ndars, Reminders, N	otes
Add Account		>
Fetch New Data		Push >

On the **Accounts** screen, tap the account you want to remove.

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••• CC I	Network LTE	9:36 AM	89% 🔳	),
Accounts		TUSD		
Acco	ount	john.smith@	@tusd1.org >	Τ.
$\square$	Mail			
	Contacts			
	Calendars			
8 8 8	Reminders			
	Notes			
Mail	Days to Sync	:	1 Month >	
Auto	matic Reply		Off >	
	De	lete Account	-	-

On the next screen, scroll down and tap Delete Account.

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< Accounts		TUSD		
Account		john.smith	@tusd1.org	>
	Mail			
	Contacts			
	Calendars			
	Reminders			
	Notes			
Mail	Dave to Svnc		1 Mor	ith >
Delete Account				
Deleting this account will remove its calendars, notes, reminders and contacts from your iPhone.				
Delete from My iPhone				
Cancel				

Click **Delete from My iPhone** to confirm.

Now return to p. 1 and follow the steps to <u>add your account</u>. If you still need assistance, please call the TS Service Desk at 225-6333.