



Collier County Public Schools

### Student Email Access for iOS (Apple) Phones, Tablets, and Devices

#### Acceptable Use:

- Two-way communication between teacher and student and/or School and Student
- Students are allowed to email themselves and school staff members
- Email accounts are to be used for educational purposes **ONLY**

#### How to Sync School Email to personal Device

#### Apple iOS Device:



1. First select the **Settings** icon from the iPhone, iPad, or other iOS device.
2. Scroll down and select the **Mail, Contacts, Calendars** section.
3. At the top, select **Add Account**.
4. Select the **“Exchange”** from the list of mail accounts.
5. Enter your values for the required fields and select **“Next”** to proceed.

Email	User id (student #)@stu.collierschools.com
Password	Your Network Password
Description	Your Choice (i.e.) “School Email”

6. Enter values for the Server Address, Domain, Username and Password.

Server	webmail.collierschools.com
Domain	prod.ccps.loc
Username	Your Network Username (student #)
Password	Your Network Password

- a. Click **Save** once you’ve entered your information.
7. Once connected, the device will prompt you to choose which services you would like to sync with your device. Select which services you would like to sync by changing the selection to **ON**.
    - a. Once you’ve completed your selection click **“Save.”**
  8. Your Student email account should now be successfully configured on your device. Return to the home screen and select the **Mail icon** to access your Student account. Please note, depending on your connection it can take several minutes for the synchronization of your mail profile to complete.