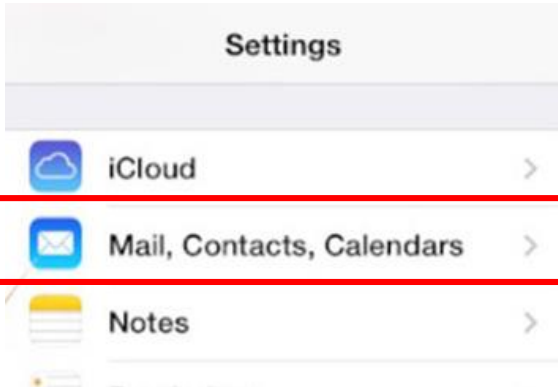
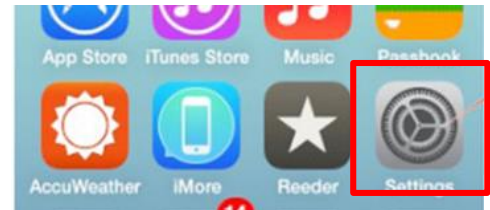
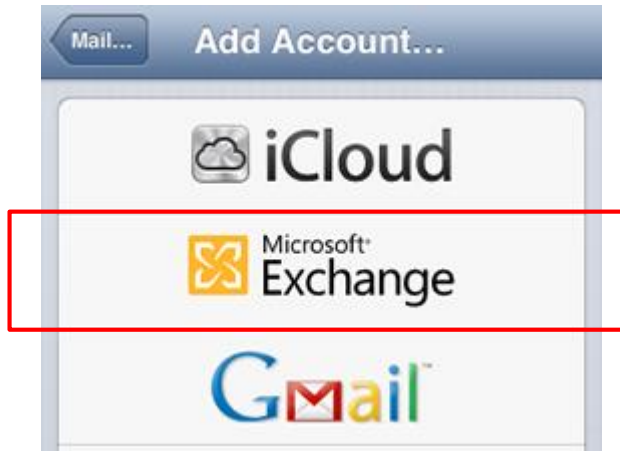


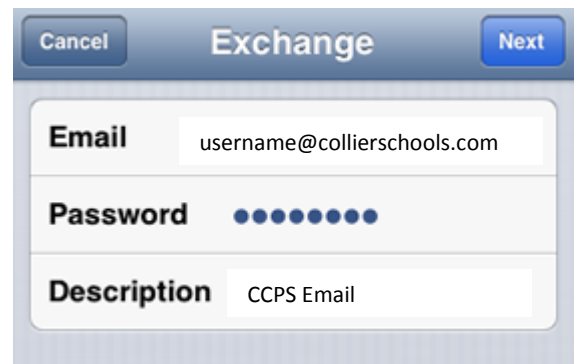
1. From the Home screen go to **Settings**
2. Select **Mail, Contacts, Calendars**.
3. Select **Add Account**.



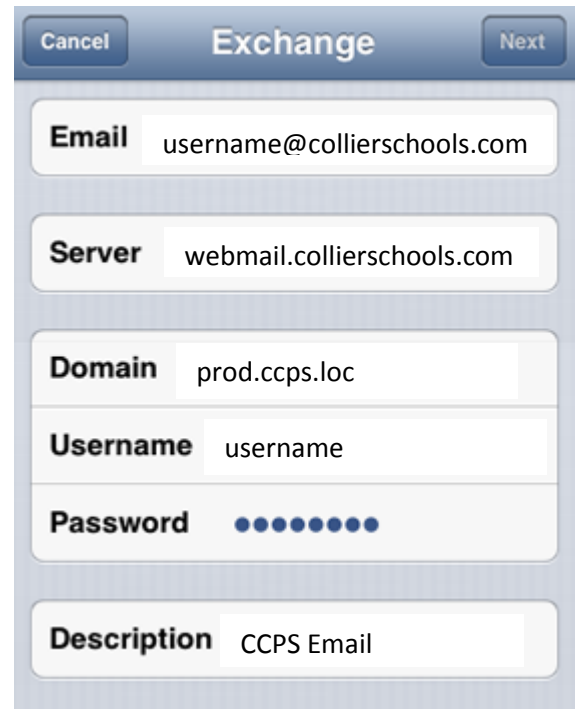
4. Select the option for Microsoft Exchange.



5. Enter the following and then tap **Next**.
 - **Email:** your Collier County Public Schools email address (username@collierschools.com)
 - **Password:** your network password
 - **Description:** Exchange is entered automatically (you can change this if you wish)



6. Enter the following and then tap **Next**.
 - **Server:** *webmail.collierschools.com*
 - **Domain:** *prod.ccps.loc*
 - **Username:** your network username
 - **Password:** your network password
7. Turn the options to **ON** for the areas you'd like to sync (Mail, Calendars, Reminders) and then tap **Save**.



Note: It is recommended that you do not sync your contacts.

8. Your Exchange account now appears in the Mail, Contacts, Calendars section. Select it to view the Settings.
9. **Important:** Adjust the Mail days to sync (default is 3) according to your preferences and then tap **Mail** to return to the Mail, Calendar settings. Some users will want to change this setting, as this default would mean only messages received in the last three days would appear in any of your folders.

Your iPhone should automatically send and receive mail from your CCPS account as well as sync to the CCPS Address Book and Calendar.

