Email Directions

When you receive your iPad your email will already be setup – the only thing that may change is your password.

Please check the following settings in the event you have a problem with your email.

Go to your home Screen and click on the settings icon that looks like 📱

Then Click on the Mail icon in the left column 📨

Then Click on the Exchange Icon on the top right 📩

Next Click on your email address to bring up the following screen.

![Account screen](image)
Verify that all information is correct – you may retype your password and click on the done on the top right. If all information is correct you will see all check marks – at that point click done again and you are all finished.