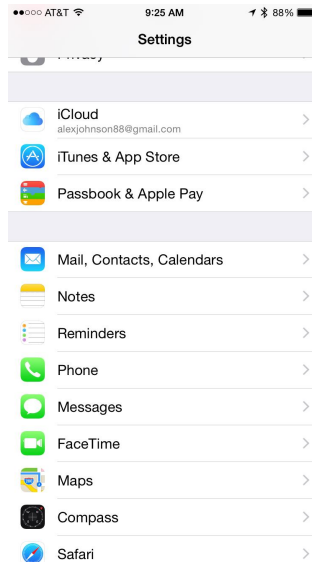


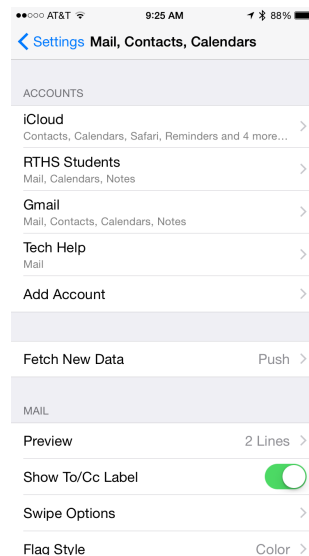
Setting Up RTHS Email on iOS

This guide was created using iOS version 8.4 (Build 12H143). Other firmware versions should follow similar, if not the same, instructions. This works for iPhone, iPad, and iPod.

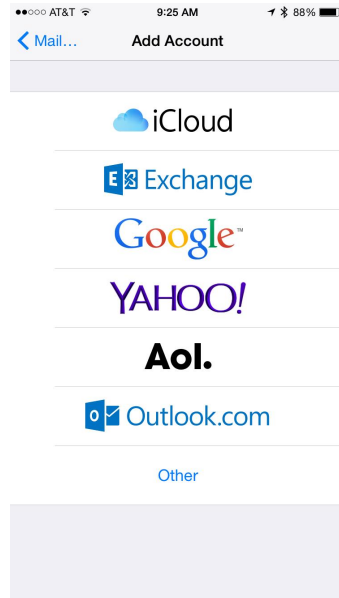
1. Go to settings on your iPhone
2. Click on Mail, Contacts, Calendars



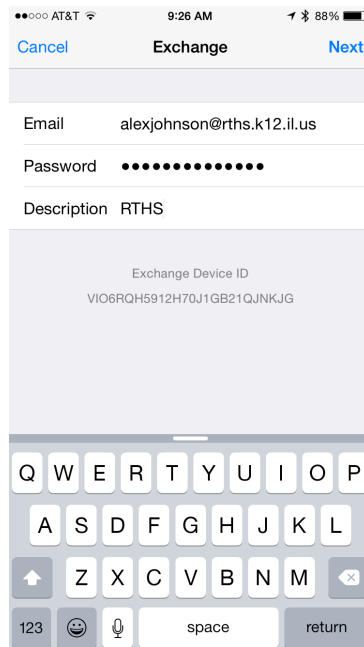
3. Click Add Account



4. Click Exchange

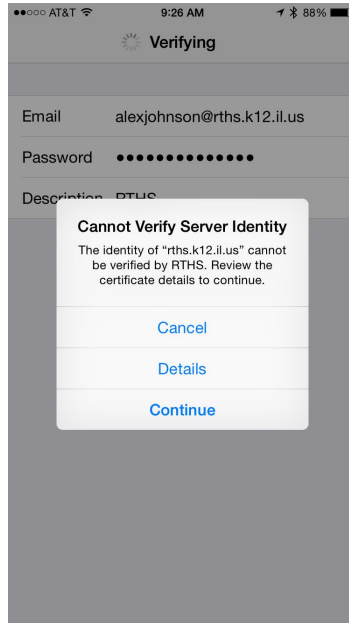


5. Type your email and password. The description should say RTHS.



6. Click Next

7. If you get the message, Cannot Verify Server Identity, click Continue



8. Enter your email under email

9. For Server, enter "outlook.office365.com"

10. Leave Domain blank

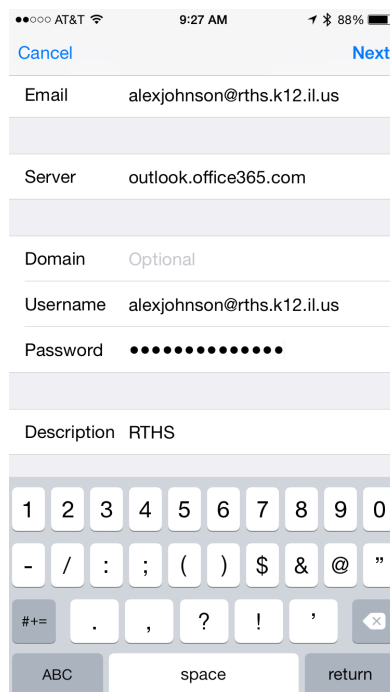
11. For Username, enter your email again ***Most Staff***

a. If you are a faculty member with a Windows login that is different than your email address, this part can be tricky.

b. For these users, Username will be Windowslogin@rths.k12.il.us (yes, that is different than your email above). For example, 001@rths.k12.il.us as the username.

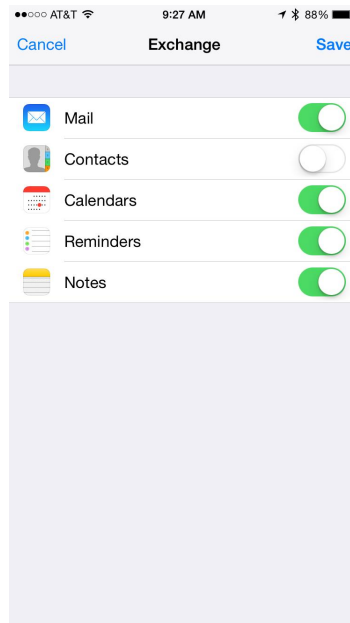
12. Enter your Password

13. Make sure description says RTHS



14. Click Next

15. The next page asks you what you want to sync. It's recommended to choose not to sync Contacts because it then merges RTHS contacts with your personal contacts, possibly creating a clutter. However, there is no harm in syncing Contacts if desired. All of these options can be changed later on.



16. Click Save

17. Done! You should now have RTHS email on your iOS device.