



How to access your Office 365 mailbox on your Apple iOS device

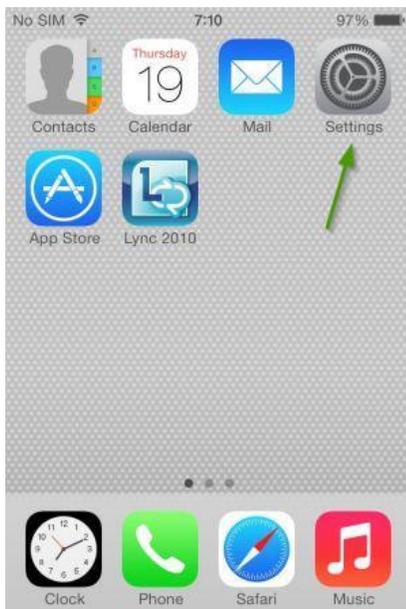
Objective

This document provide instructions on how to acces your Office 365 mailbox on an Apple iOS device e.g. on an iPhone or iPad.

Part 1 - Removing an existing LAUSD mail account

The following steps only apply if you've already configured your iOS device to access your LAUSD mailbox (prior to being migrated to Office 365). If so, this mail profile must be deleted beforehand.

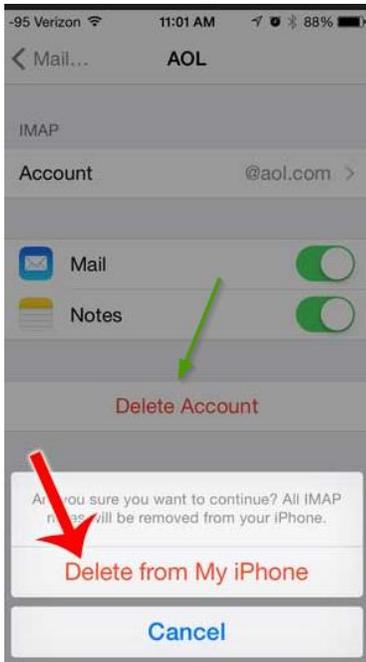
1. In the main screen, tap **Settings**.



2. Tap on **Mail, Contacts, Calendar**.



3. Find the mail profile, tap on its name, then select **Delete Account**.



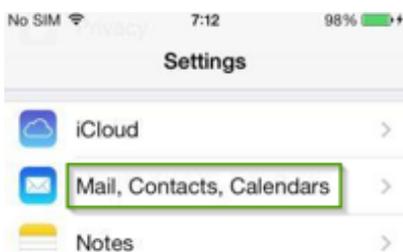
Part 2 - Setting up your LAUSD mail account

Follow the steps below to setup your mail account for your LAUSD mailbox (after migration to Office 365).

1. In the main screen, select **Settings**.



2. Tap on **Mail, Contacts, Calendars**.



3. Tap on **Add Account**.



4. Select **Exchange**.



5. Enter your hosted LAUSD email address in the **Email** field, your LAUSD password in the **Password** field and LAUSD Mailbox in the **Description** field. Then tap **Next**.

Note: Please contact the LAUSD IT Helpdesk on (213) 241-5200 or submit an online service ticket at <https://itdscweb.lausd.net/sc/ess.do> for technical assistance if you are unsure what your LAUSD user email address or password is.



6. On the next screen, select the information to synchronize with your Office 365 account and then press **Save**.



7. You will find yourself back to the **Mail, Contacts, Calendar** screen. You may adjust your mail settings according to your preferences if desired.
8. Tap the **Home Button** on your device and open the **Mail** app where you can access your LAUSD mailbox.