Setting up your iPad/iPhone for work email

• Click Settings>> Mail, Contacts, Calendars



Click Add Account

Choose Microsoft Exchange



• Enter the information listed. Enter YOUR email address and YOUR username where mine are. Note that the username DOES NOT include anything after the @ symbol. Enter YOUR email password. Turn on "Use SSL". Click NEXT. It will verify your account, this may take a minute.

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• It will now ask for a server name. Enter email.leeca.org. Click NEXT

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• Turn on all of the items listed. Click SAVE. You're done!

