

Syncing your iPhone or iPad with Microsoft Outlook

From the home screen, select **Settings**.

Select **Mail, Contacts, Calendars**.

Choose **Microsoft Exchange**.

Select **Add Account...**

(If this is the first account on this phone, you will skip this step.)

Set **Email** to **username@forsyth.k12.ga.us**.

Set **Server** to **outlook.forsyth.k12.ga.us**.

(If asked for **Domain**, enter **k12.fcss.us**.)

Set **Username** to your username.

Set **Password** to your current password.

(Yes, you will have to change your password in your phone every time you change it on the network.)

Description should say **username@forsyth.k12.ga.us**.

If you have a setting for **Use SSL**, turn it **On**.

