

# SETUP AA STUDENT EMAIL ON MOBILE DEVICE

## iOS Devices (iPhone, iPad)

1. Go to the **SETTINGS** icon
2. Click on **Mail**
3. Click on **ACCOUNTS**
4. Click on **ADD ACCOUNT**
5. Click **EXCHANGE**
6. Enter the student's AA email address ([XXXX@aak8.org](mailto:XXXX@aak8.org))
7. Enter the student's password (6 digit student ID)
8. In the Description field, enter AA

\*\* To access the student's email, click the MAIL icon. Click the mailbox name in the top left corner to return to the Mailbox list. Click on AA to view the AA mailbox.

If your device is not listed above or you need more detailed procedures, click the link below –

<http://help.outlook.com/en-us/140/dd936215.aspx>