

Colleagues,

Having trouble getting your Darien work email on your smartphone or iPad?

With the Darien Public School email moving to Office 365 as of today, August 17, 2015, you will need to change your settings. If you have not connected your work email to your phone or wireless device, this is a good opportunity to gain additional access to work email while on the go.

The following are general directions that apply to most devices.

For those who currently get email on their device, you need to *delete* the old account first:

To **Delete** the old/existing Darien email account:

- 1) Click the *Settings* icon on your phone.
- 2) Go to *Mail, Contacts, Calendar*
- 3) Click *Exchange* (Mail, Contacts, Calendars, Reminders)
- 4) Now, Click *Delete Account*

To **Add** the Darien email account:

- 1) Click the *Settings* icon on your device
- 2) Go to *Mail, Contact, Calendar*
- 3) Click *Add Account*
- 4) Click **Exchange**
- 5) Type in your email address (ex. mmarin@darienps.org), network password, and description, (ex. Darien work email). Click *Next*
- 6) Click *Save*

In case you are prompted for additional information please use the steps below.

- 7) Add the following information
 - Server: outlook.office365.com
 - UserName: **Put in your email address* (ex. mmarin@darienps.org)
- 8) Click *Next*. (It will now verify the account)
- 9) Click *Save*

If you have any questions, please contact me or send a tick to Support.

Best,

Marc Marin, District Director of Instructional Technology