

FOR I-PHONE USERS:

1. Select **“Settings”**
2. Select **“Mail, Contacts, Calendars”**
3. Select **“Add Account”**
4. Select **“Microsoft Exchange”**
5. Enter your **full** email address (Ex: 13jdoe@tenafly.k12.nj.us)
6. Enter your school network password
7. Select CANCEL **“AUTODISCOVER”** search
8. Enter server information:

SERVER: **mail01.tenafly.k12.nj.us**

DOMAIN: **TPS**

USERNAME: Enter your username, example: **13jdoe**

- a. Select next, set **MAIL** as **ON**.
- b. Set Contacts, Calendars, and Reminders **OFF**. Select **Save**.
- c. Select Exchange again, tap **“Account”** and set **Use SSL** to **OFF**. Save again!
- d. Set “mail days to sync” to **NO LIMIT**

FINISHED

FOR ANDROID USERS:

1. Select **“Applications”**
2. Select **“Email”**
3. Select **“Add Account”**
4. Enter your **full** email address (Ex: 13jdoe@tenafly.k12.nj.us)
5. Enter your school network password
6. Select **“Exchange Account”** or **“Exchange ActiveSync”**
7. Select CANCEL **“AUTODISCOVER”** search >>> Configure Manually
8. Enter the following information:

SERVER: **mail01.tenafly.k12.nj.us**

DOMAIN\USERNAME: Enter your username, example: **TPS\13jdoe**

- a. Select next, set **PUSH** to **ON**.
- b. Set Contacts, Calendars, Reminders, etc. **OFF**. Select **Save**.
- c. Set **Use SSL** to **OFF**. Save again!
- d. Set “mail days to sync” to **NO LIMIT or ALL**
- e. Select **next**, then select **save**

FINISHED