Accessing your District Email on your Android Phone and IOS (Apple) Devices

**IMPORTANT INFO:**

- When setting up your phone/mobile device to access email in this fashion, the process will **force you to set a passcode** on the device. If you did not already have that feature on, it will turn it on and force you to set a passcode.

- Setting up your phone/mobile device in this manner also allows ETIS **access to your phone to wipe all data and settings and return it to factory defaults** in the event that your device was lost. We can **NOT** see information on your phone, but have the ability to force it to reset to factory settings.

- If do not wish for ETIS to have this access on your personal device, you can access your mail simply by going to the URL [https://outlook.office.com](https://outlook.office.com)

**IOS Devices (iPad, iPhone) Setup:**

If you were already using your device to access your mail, you need to delete your old account.

Select Settings  
Select Mail, Contacts and Calendar  
Select Exchange  
Choose Delete Account

To add the new account:

Select Settings  
Select Mail, Contacts and Calendars  
Select Add Account  
Select Exchange  
Enter your email address (ex. poien@fcusd.org) and password (the description will populate on its own)

On the next screen enter the following:

- **Server:** outlook.office.com  
- **Domain:** FCUSD  
- **Username:** your username (ex. Poien)  
  Turn on the items you wish to sync  
- **Items are set to sync by sliding the button to the right (when it is green it is set to sync)**

Once you have set up your account you can adjust the time frame of mail to sync.

Select Settings  
Select Mail, Contacts and Calendar  
Select Exchange  
Select Mail Days to Sync  
Select the amount of mail you wish to sync to your IPAD
NOTE: We have had a handful of users who received error messages when attempting to setup their account on their IPAD.

- If you receive an error message:
  - Make certain you have deleted your old account
  - Select Settings – General – Reset – Reset Network Settings
  - Go through the steps above to set up your account
  - PLEASE NOTE: If you need to do this step (Reset Network Settings) it may clear out any passwords for home wifi that you had saved, you may need to re-enter them the next time you access your wifi at home

**Android and Other Operating Systems:**

For Android devices and other operating systems you will need to access the Mail setup or Add Account options within settings (all of the various operating systems are a little different – so you may need to locate information on your particular phone), but the information listed below should be what is needed to setup your system:

- In the setup process (depending on the operating system) you may see “Exchange” as a selection or it may say something along the lines of “Corporate Email”
- When asked for the domain\username enter it in this manner:
  - Fcusd\poien
- The server information is: outlook.office.com
- The option to “use a secure connection” (SSL) should be checked