How to set up school email on iPhone or iPad

YARRAWONGA COLLEGE P-12
Dream Believe Succeed

1. Open **Settings**.

2. Scroll down and tap **Passwords & Accounts**.

3. Tap **Add Account**.
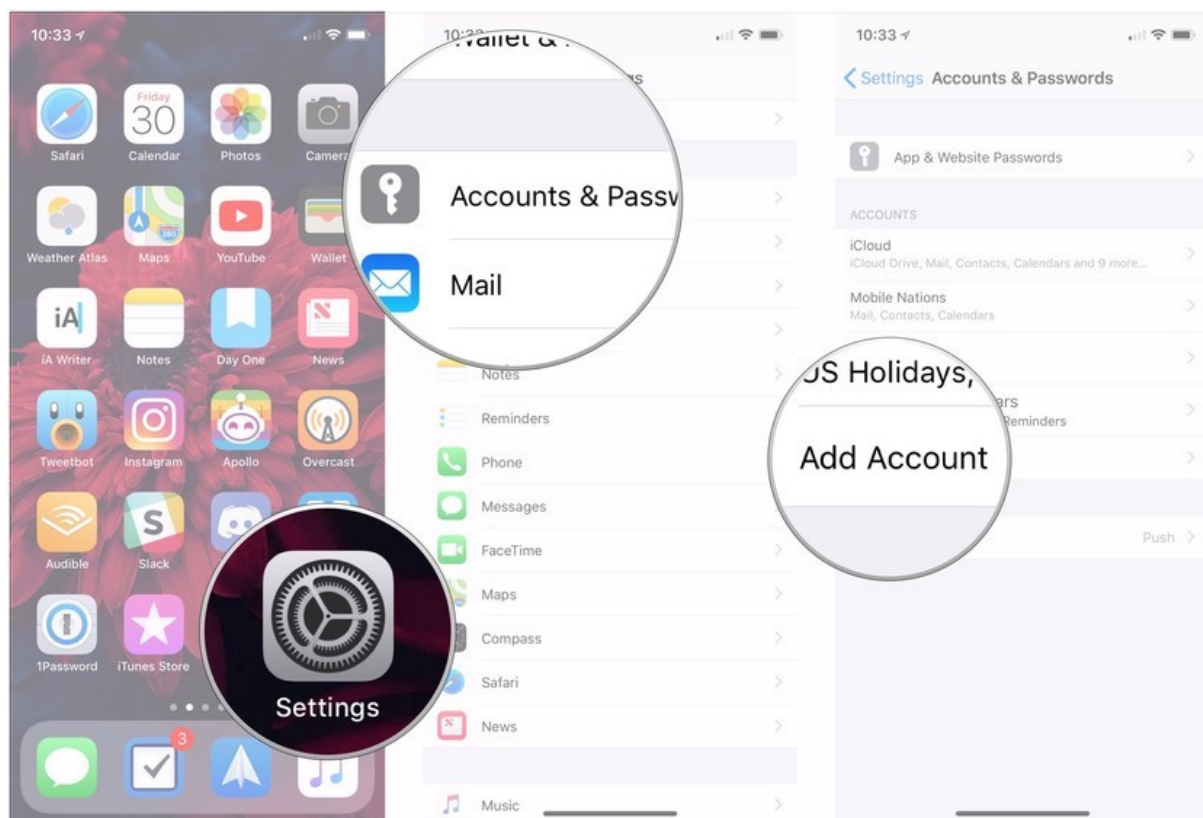
4. Tap **Exchange**.

5. Enter your **school email address**.
   (firstname.lastname@yarrawonga.vic.edu.au)

6. If you like you can enter a meaningful description.

7. Tap **Next**.
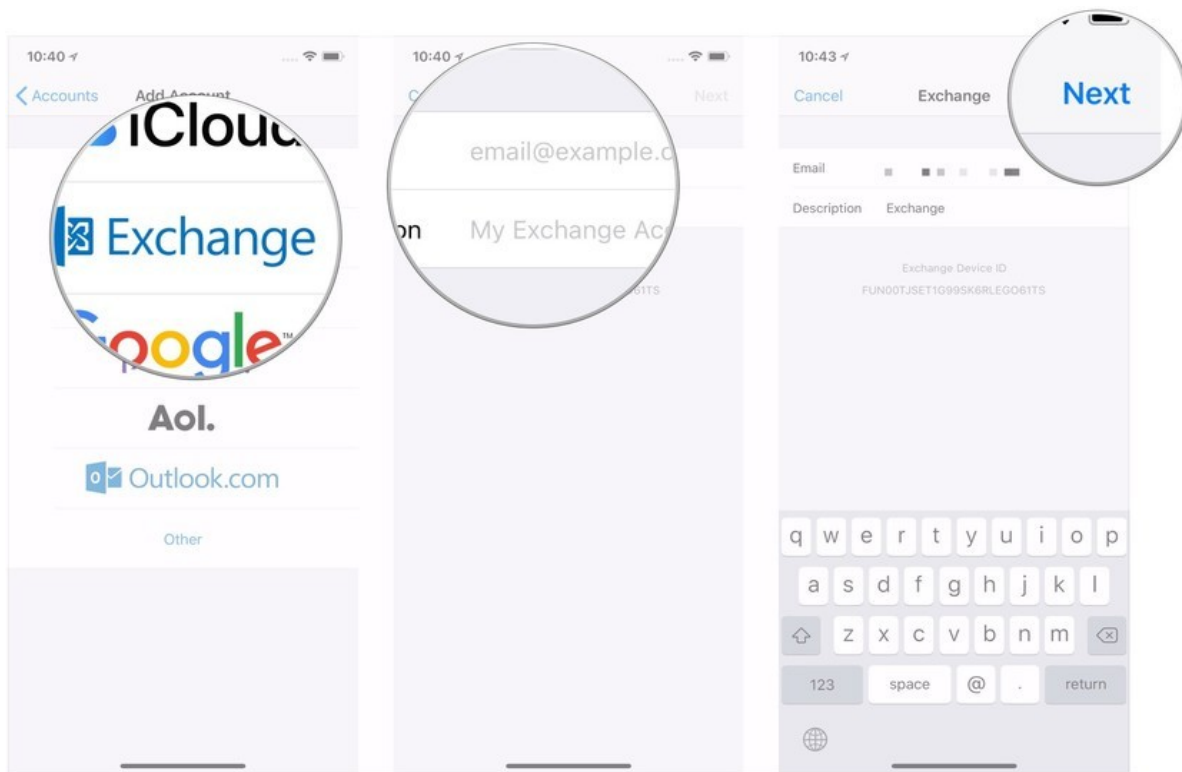
8. Tap **Configure Manually**.

9. Enter your **Exchange account information**

   Email: Your school email address

   Server: mail.yarrawonga.vic.edu.au

   Domain: yarrawonga-sc

   Username: Your school code/CASES code

   Password: Your school email password

10.   Tap **Next**.
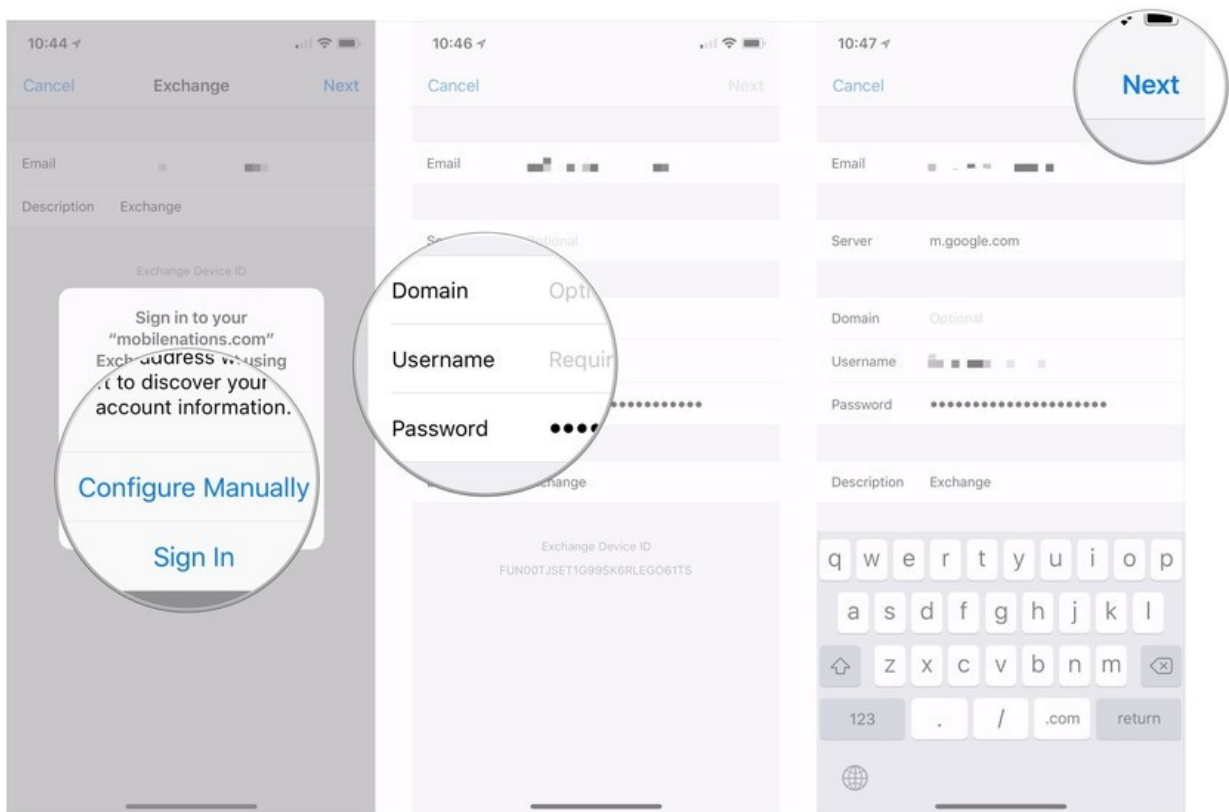
11. Make sure the **switches** for mail, contacts, and calendars are in the   'on' or 'off' positions depending on what you want

12. Tap **Save** to finish