

## Setting Up iPhone/iPad Mail for Exchange

Follow these steps to set up iPhone/iPad Mail to access your **Crook County School Exchange e-mail account**.

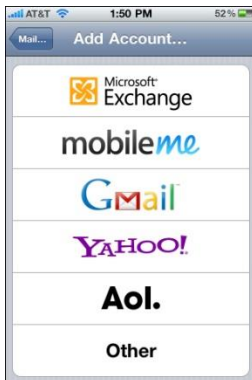
### 1. Set up an e-mail account using Mail.

Select Settings, then Mail, Contacts, Calendar, and Add Account.



### 2. Select the account type.

Select **Microsoft Exchange**.



### 3. Enter your account information.

Enter your Crook County School District e-mail address in the Email field.

Enter your Crook County School District password in the Password field.

Enter your Crook County School District e-mail address in the Description field.

Click Next.

Cancel	Exchange	Next
Email	first.lastname@crookcounty.k12.or.us	
Password	●●●●●●●●●●	
Description	first.lastname@crookcounty.k12.or.us	
Exchange Device ID HJGLIL82G96GP1KSP9QS60JD94		

**4. Enter your Exchange server.**

Enter **ccsd02.crookcounty.k12.or.us** in the Server field.

Enter **ccs** in the Domain field as shown in the image.

Your username is the same as your computer login. It is either first.lastname or lastnamefirstinitial. For example, it would be either John.Doe or DoeJ. Enter your username in the Username field.

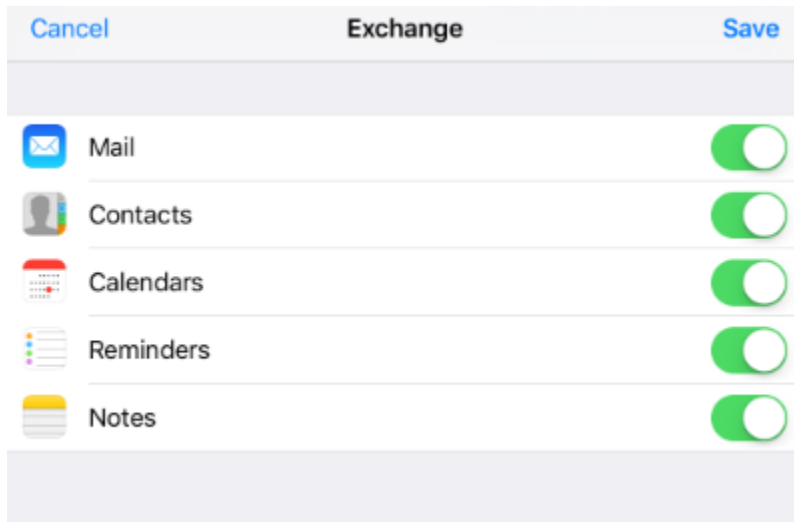
Enter your password in the password field. Click Next.

Cancel	Account	Done
Email	first.lastname@crookcounty.k12.or.us	
Server	ccsd02.crookcounty.k12.or.us	
Domain	ccs	
Username	username	
Password	●●●●●●●●●●	

**5. Select which features to synchronize.**

Select the features to synchronize with your Exchange account.

Click Save.



Your account has been added and you are done.