

# Connecting the iPhone to District 206's Outlook

## To add Outlook to your iPhone

**NOTE:** If you already have your personal email set up on your iPhone, your work email will be a second account.

1. Tap **Mail>Microsoft Exchange**.
  - a. You will see the Exchange window. Enter the following:
    - **Email:** [firstinitiallastname@alexandria.k12.mn.us](mailto:firstname.lastname@alexandria.k12.mn.us)  
(Your E-Mail address - i.e.: kbrezina@alexandria.k12.mn.us)
    - **Username:** [firstinitiallastname@alexandria.k12.mn.us](mailto:firstname.lastname@alexandria.k12.mn.us)  
(Your School Account - i.e.: kbrezina@alexandria.k12.mn.us)
    - **Password:** This is the password you log onto your school computer with
    - **Description:** Enter the name of your email account, i.e.: District 206
  - b. Your iPhone will verify the information. When done, you will see the Exchange screen with your information. Enter in the following:
    - **Server:** outlook.office365.com
2. By default, email, contacts and calendar are on. If you don't want your work contacts added, tap to deselect. Then tap **Save**.

## To remove District 206's Outlook from your iPhone

1. Tap **Main Menu>Settings>Mail, Contacts, Calendars**.
2. Tap your **Email address account/Corporate Sync**.
3. Scroll down and tap **Delete Account**.