

## Email Settings for Smart Phones, Tablets, iPads and other Mobile Devices

Listed below are the basic settings used for accessing San Angelo ISD's email on a smart phone, iPad, tablet, or other mobile device.

### **Apple Devices (iPhone & iPad):**

Email Server Type: Exchange

Email: Employeeid#@saisd.org

Password: \*\*\*\*\* (your password)

Android Devices (or manual iPhone setup):

ActiveSync or Exchange Server: **outlook.office365.com**

Domain: **sanangeloisd**

Email Address:

[Firstname.Lastname@saisd.org](mailto:Firstname.Lastname@saisd.org)

Example: [John.Doe@saisd.org](mailto:John.Doe@saisd.org)

Username:

[Employeeid#@saisd.org](mailto:Employeeid#@saisd.org)

Example: [123456@saisd.org](mailto:123456@saisd.org)

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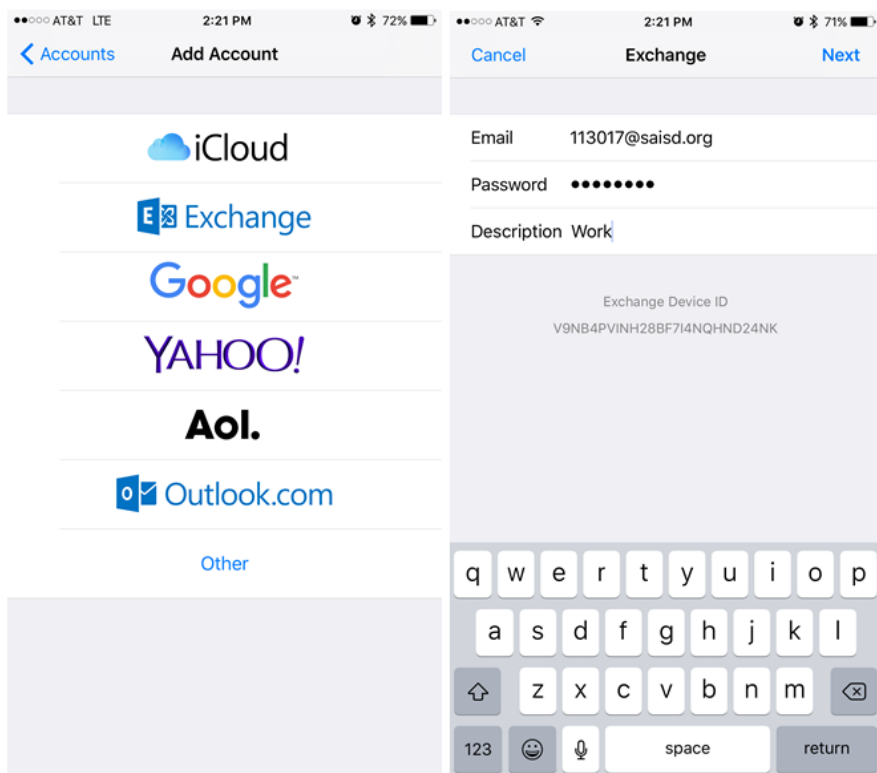
## Step-by-Step Instructions for Configuring Your Smart Phone, iPad, Tablet, etc.:

[http://office.microsoft.com/en-us/support/phone-and-tablet-setup-reference-HA102828259.aspx?CTT=5&origin=HA102818686#\\_Toc345328393](http://office.microsoft.com/en-us/support/phone-and-tablet-setup-reference-HA102828259.aspx?CTT=5&origin=HA102818686#_Toc345328393)

### NOTE:

- For most of the devices, you will leave the domain name field blank.
- Anywhere in the instructions where it lists **contoso.com**, substitute it with **saisd.org**
- Please read your mobile device's user manual to determine how to setup your particular device if these instructions do not match your device.

## iPhone Setup Example:



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## Alternative – Access Email via Webmail in a Browser:

If the above settings do not work on your portable device, try to access your web browser on your phone. Once it has connected and opened, type this in the address bar:

**[login.microsoftonline.com](http://login.microsoftonline.com)**

On most phones, you can save this as a bookmark. Then, you can save the bookmark as a shortcut.

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## Need Assistance:

If you are still not able to connect to your email on your device, contact the SAISD Technology Help Desk at 657-4000 or print this page and take it to your cell phone provider (if it is a smartphone device).