

**Setting up  
Hardin County E-Mail  
on a  
District-Owned or Personal  
iPad**

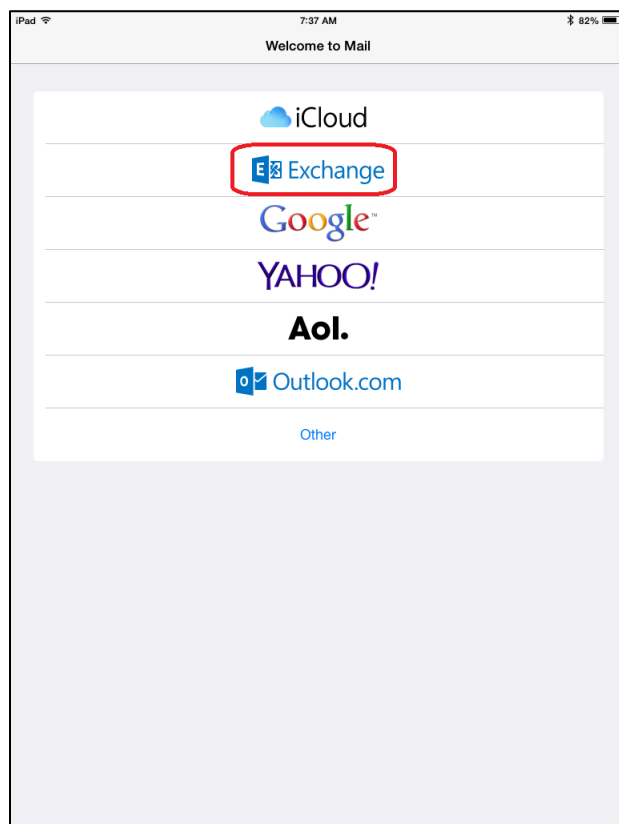


**HARDIN COUNTY SCHOOLS**  
HELPING CHILDREN SUCCEED

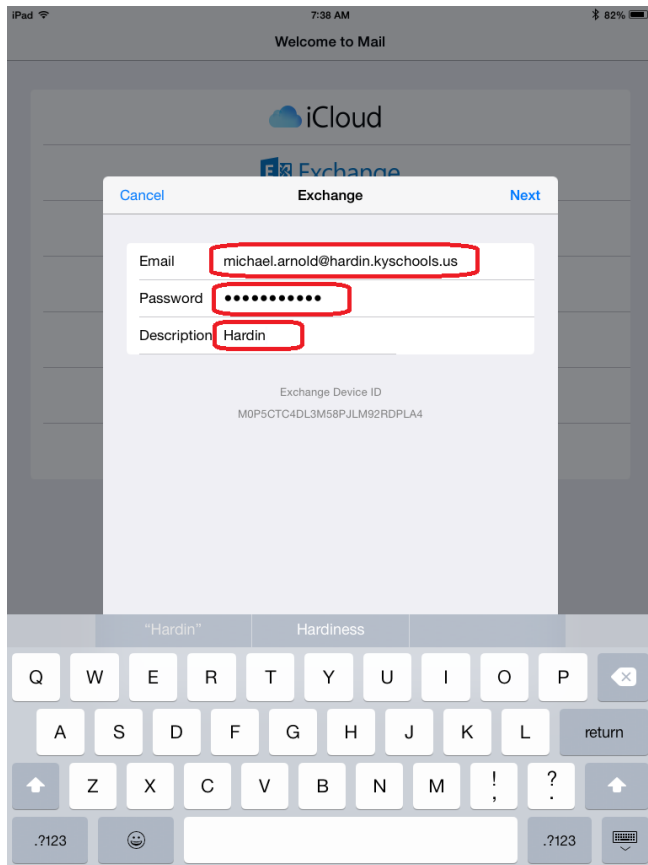
Your iPad **MUST** be setup to access the Hardin County Wireless system **BEFORE** you can configure your E-Mail. If this process hasn't been completed, please submit a *Technology Department Workorder* for your technician to configure your iPad for you.



Tap the 'MAIL' icon on the home screen of your iPad.



On the 'Welcome to Mail' screen, tap on 'Exchange'

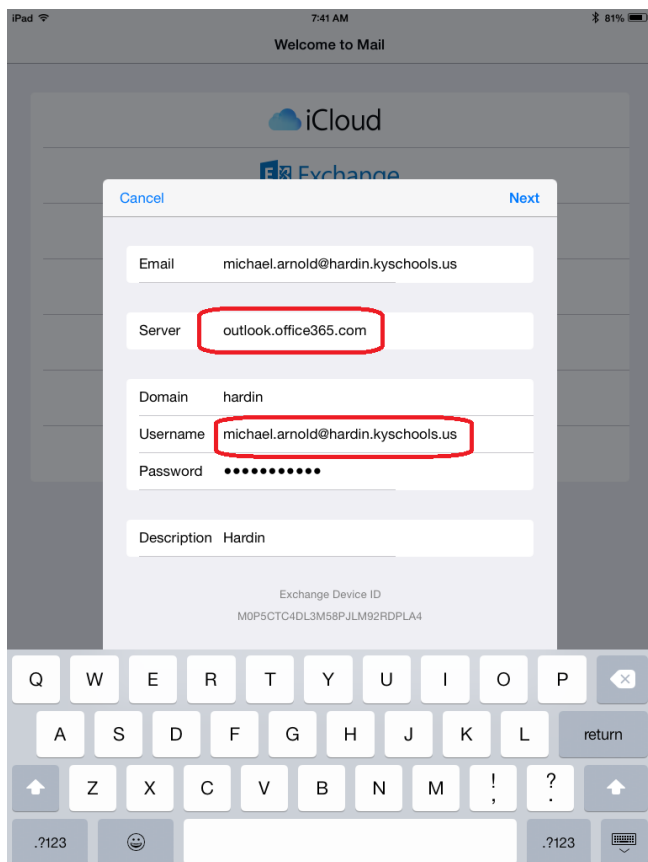


On the 'Exchange' Properties Screen, fill in the shown information.

Use your FULL E-MAIL ADDRESS for both E-Mail and Username.

The Description can be anything that you like.

When finished, tap 'NEXT'



If your account can not be automatically verified you will have to provide the server address.

For the 'Server' option type: **Outlook.Office365.com**

For 'Domain' type: **Hardin**

For 'Username' field type your full email address.

The Description can be anything that you like.