

Receiving LSC “Office365” Mail on your iOS Device

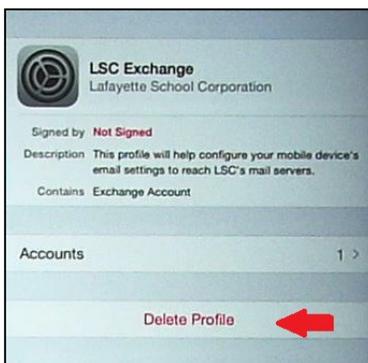
This document will help you setup your LSC Office365 e-mail, calendar and contacts to be used on your iOS device.

If you previously had LSC email on your iOS device start with **step 1**. If you are adding it for the first time, go to **step 3**

1. Go to settings – General – Profiles. If you see the LSC Exchange profile, you will need to delete it. If you do not see the LSC Exchange profile, go to **step 3**.



2. Select the profile. Tap Delete Profile. You will receive a confirmation prompt, again tap Delete. Enter your iPad passcode to delete the profile.



3. Using Safari on your iOS device, go to <http://www.lsc.k12.in.us/ios365.mobileconfig>

<http://www.lsc.k12.in.us/ios365.mobileconfig>

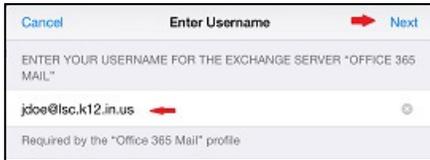
4. Going to that address will take you to a page asking to install a profile named “Office 365 Mail”. Tap the Install button at the top right. You will be taken to a warning page asking for your consent to install the profile and noting that the profile is unsigned. Tap Install. Enter your iPad passcode to install the profile. You will get a confirmation screen, again tap Install.



5. On the first screen you will be prompted to enter the email address (example: jdoe@lsc.k12.in.us) and tap Next.



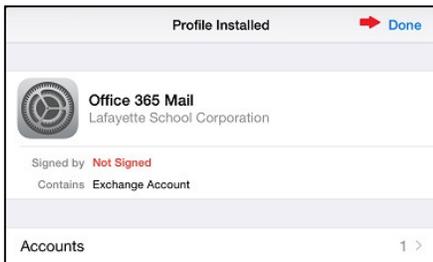
6. On the next screen you will be prompted to enter your username. You will still enter your **email address** here. (example: jdoe@lsc.k12.in.us). Enter this information and tap Next.



7. On the third screen you will be prompted for your password. Type your password and tap Next. Note: This will be your domain password/email password/computer log in password.



8. On the final confirmation screen, tap Done. It may take up to 1-3 minutes for mail to begin showing up in Mail.



By default, this profile sets the amount of mail to be continuously synced at one week. It is possible to modify that. It is also possible to change how you are notified of incoming mail using the Notification Center.

Disclaimer: Setting up LSC E-Mail on your Android or iOS device initiates an Exchange ActiveSync connection to LSC's E-Mail server. This connection will register your device (even a personally-owned one) with the E-Mail server. This capability is a feature of Exchange ActiveSync and is not something that can be deactivated by the LSC Technology Department. We disclose this information because it is possible for you as the user to initiate a "remote wipe" of your device (even a personally-owned one) from within Outlook Webmail.

You can avoid this by not initiating such a "remote wipe" from Outlook Webmail. To prevent your device from being registered with the LSC E-Mail server entirely, do not setup your mobile device to access LSC E-Mail. See the link below for more information on how this "remote wipe" is possible. Note that this link demonstrates on an iPhone, but the same instructions can be used to wipe Android devices as well. <http://gigaom.com/2010/02/04/how-to-remotely-wipe-an-iphone-using-exchange/>

If at a later date, you decide you no longer wish to receive LSC E-Mail on your iOS device, open the Settings app and under General, swipe to the bottom of the page to Profiles. You can remove the Office 365 Mail profile from here and the device will no longer be registered.