Setting up your Laurel County District Email on your Smart Phone or Tablet

Created 10.12.12 by Shane McCowan

iPhone, iPod Touch or iPad

This guide was created using an iPhone running iOS version 6. If you are running an older version of iOS the steps may differ slightly.
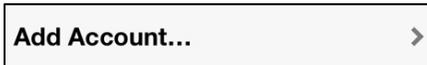
1. Find and tap the settings button on your device.

2. Now tap on "Mail Contacts, Calendars"

    Mail, Contacts, Calendars >

3. Tap on "Add Account"

    Add Account... >

4. Tap on "Microsoft Exchange"

    Microsoft Exchange

5. Type in your full district email (your.name@laurel.kyschools.us) and your district password. Tap Next at the top right.
    Note: If you are running iOS version 5 or lower you may be asked for your "username" after this step. Your "username" is your district email address.

Cancel	Exchange	Next
Email	shane.mccowan@laurel.k...	
Password	••••••••	
Description	Exchange	

6. Select what you want to sync by turning the feature on or off and then click save at the top right.

7. You're done.

Cancel	Exchange	Save
Mail		ON
Contacts		ON
Calendars		ON
Reminders		ON

Note: If you are having a problem getting the email to setup correctly the most likely issues are that you have misspelled your district username and/or password.

Android Devices

Because there are literally hundreds of different Android devices with different software revisions and interfaces this guide may not be specific to your device but it will give you all of the setting you need.

1. Select "Email" from the applications menu
2. If you do not have an email account already setup on your phone you will be asked for your email address and password. Enter your full district email address your.name@laurel.kyschools.us and current district password.

   If you already have another email account setup on your device you will need to press the menu button and select "Add Account"

3. When asked for the account type select "Exchange" or in some cases it may be called "Corporate Sync"
4. The next screen will ask you for your Username and server. Enter your full email address in the field next to "Domain\Username". Be sure to delete anything currently in the field. In the "Server " field **delete** "laurel.kyschools.us" out of the field and enter "**m.outlook.com**" in its place. Leave all other fields at their default.
5. Tap "Next"
6. Tap "OK" on the security message that appears.
7. You phone will check the server settings. If everything was entered correctly the next page has several options that are all based on personal preference. Read through each one and adjust them to your liking or keep the defaults.
8. Tap "Next"
9. You will be asked to name this account and enter the name that will be displayed on outgoing messages. Tap Done when complete.