



Setting up your iPad for Email, Contacts & Calendars

<p>1. Tap the “Settings” icon</p>	
<p>2. Tap “Mail, Contacts, Calendars” 3. Tap “Add Account...”</p>	
<p>4. Tap “Exchange”</p>	
<p>5. You will enter:</p> <ul style="list-style-type: none"> • Email – your CPSB email address • Password – your CPSB password • Description – something like “CPSB” or “CPSB Email” <p>6. Tap “Next”</p>	
<p>7. You will enter:</p> <ul style="list-style-type: none"> • Server name – mailhub1.cpsb.org (if on older server) or exch13hub1.cpsb.org (if on newer server) • Domain – you can leave blank • Username – your CPSB username <p>8. Tap “Next”</p>	
<p>9. Keep these options ON to sync your Mail, Contacts, and Calendars. 10. Tap “Save”</p>	