

## iPhone Users

With this migration, the district is recommending the use of the Microsoft Outlook client that is directly integrated with our Exchange server and hosts your email, contacts and calendar items all within one application.

### Install the Microsoft Outlook Application:

1. Download and Install the Microsoft Outlook Application via the iTunes Store
  - a. Select **App Store** icon
  - b. Click **Search** and enter Microsoft Outlook and click **Search**
  - c. Click **Get** next to Microsoft Outlook app
  - d. Enter your Apple ID username and password if prompted
  - e. Microsoft Outlook will be installed on your iPhone
  
2. Open the application
  - a. **IMPORTANT:** Enter your email address in the following format: **eID@burnabyschools.ca** (where eID is your network ID e+employee number, [e12345@burnabyschools.ca](mailto:e12345@burnabyschools.ca) for example)
  - b. Click **Add Account**
  - c. Enter your password and click **Sign In**
  - d. There will be a couple configuration questions to address and then it will take a few minutes to download your messages and contacts.
  - e. Your mail, contacts and calendar items are all available within this one application.

### Native Client Settings:

If you wish to continue to use the email/calendar/contact application that came with your phone.

**Please note:** IT Services does not support staff personal devices so users should proceed both thoughtfully and then carefully when following these steps.

### REMOVE the existing SD41 Email Account if there is one:

1. Select **Settings** icon
2. Go to **Account & Passwords**
3. Select the district email account you would like to remove
4. Click **Delete Account** and then select **Delete from My iPhone**

### ADD the new Office 365 Email Account:

1. Select **Settings** icon
2. Go to **Account & Passwords**
3. Click **Add Account**
  - a. Select the **Exchange** icon
  - b. Enter your email address in the following format: **eID@burnabyschools.ca** (where 'eID' is your network ID e+employee number, [e12345@burnabyschools.ca](mailto:e12345@burnabyschools.ca) for example)
  - c. Enter a **Description:** SD41 Mail, and then click **Next**
  - d. Click **Sign in**
  - e. Enter your email password, and then click **Sign in**
  - f. Leave **Mail, Contacts, Calendars, Reminders** and **Notes** turned on, and then click **Save**
  
4. Return to the '**Home**' screen and select the **Mail** icon. Your emails will download within a few minutes.