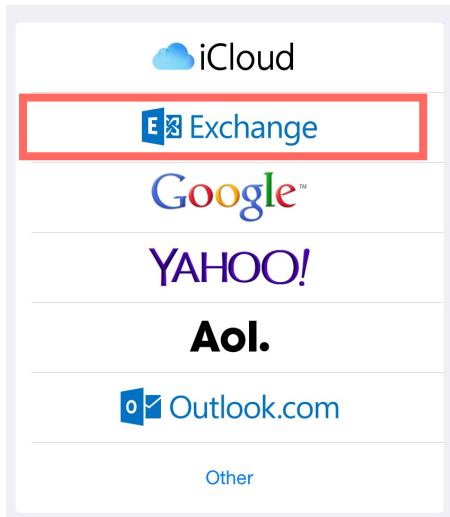
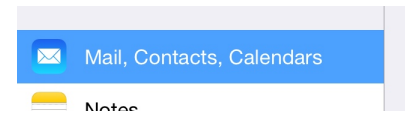


Configure your iPad to use your new Office 365 account

Make sure your iPad has an Internet connection before beginning.

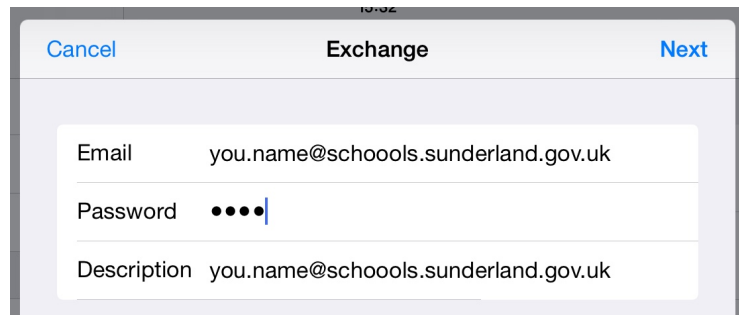


First go to settings then select "Mail, Contacts and Calendars" on the left.
On the right had side of the screen tap "Add"



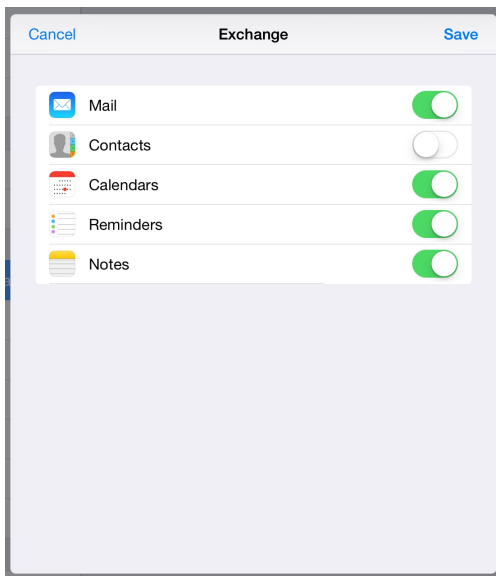
When the list of email providers pops up select "Exchange"

Fill out the details as follows - where your.name@schools.sunderland.gov.uk is replaced by your email address.



Tap "Next" and the iPad will search for your account.

If your account details have been entered correctly your iPad will connect to Exchange and you will be asked which information you would like to synchronise.



By default the contacts option is not ticked. If you decide to enable contacts it will ask you if you want to keep the existing contacts on your device. If it is a new iPad your choice will not matter but if you have been using it for some time, and you have existing contacts, you are better to opt to keep them on your device.