Revised by:

<table>
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<th>Document Name:</th>
<th>How to Setup Employee Email on Apple iOS Devices</th>
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<td>Date Revised:</td>
<td>1/27/2013</td>
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<td>Revised by:</td>
<td>Eric Josey</td>
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Purpose: To outline the process of setting up LSCS Employee Email on iOS devices for iOS 5 and iOS 6.

Instructions:

1.0 iOS 5 Users
Begin by going to the “Settings” (Gray icon with silver gears).
1.1 Select “Mail, Contacts, Calendars”, and then select “Add Account”.

1.2 Now select “Microsoft Exchange”.
1.3 Enter the following:
Employee Email: Eric.R.Josey@lonestar.edu
Domain: LSCS
Username: ejosey
Password: **********
Description: Work Email
You will also need to enter the server address on the next screen:
Server Address: webmail.lonestar.edu
1.4 After doing so, you will see the following screen:
On this screen, you can select which options you would like to be shown on your device.

2.0 **For iOS 6 Users**
Follow Steps 1.0-1.2

2.1 iOS 6 looks slightly different from iOS 5, so do the following when entering your account information. After selecting “Microsoft Exchange” you will see the following screen:
Enter your account information and press “Next” at the top right. If you see the following screen, select “Continue”.

2.2 On the next screen the Email, Password, and Description fields will already be populated, however, you will need to enter the following:
Server: webmail.lonestar.edu
Domain: LSCS
Username: ejosey
2.3 You can now select which options are shown on your device.