

Digital Abbey

Tutorial Guide Adding Your Abbey Grange Emails

Digital Abbey Guides iPads

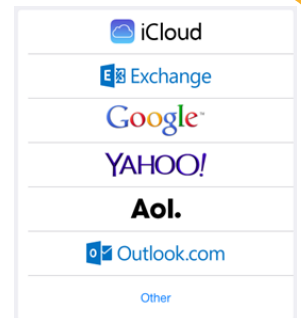


Adding your Abbey Grange Email Account

1 After clicking on the mail icon for the first time you will be presented with a number of options for your first mail account.

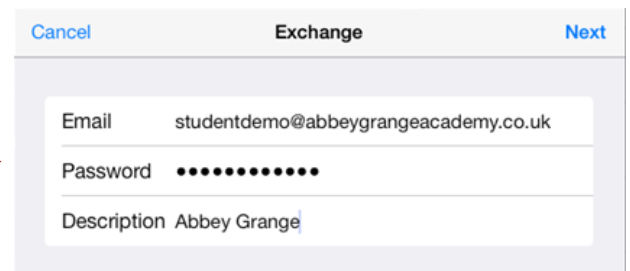


2 Out of the options listed, your Abbey Grange email account is an "Exchange" account.

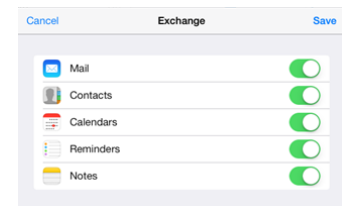


3 Selecting "Exchange" will bring up a pop up window asking for account settings. These settings are the ones you were given when joining the Academy, be it on a letter or from the ICT Technicians.

The email password you were initially given was only temporary and you need to log in on a computer to email.abbeygrangeacademy.co.uk and reset it before adding it to your iPad. If you don't do this then adding your Abbey Grange email to your iPad will not work.



4 As long as you enter your details correctly, another box will appear asking you what you want to sync. This is completely up to you but you should make sure that mail is left turned on and we would recommend making use of calendar as well.



5 If you have already added another account to your iPad then you will need to use the settings app to add your Abbey Grange email.



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In Settings, go to "Mail, Contacts, Calendars" and then at the top of the right hand pane that appears you should see the option to "Add Another Account". Select this and then follow the instructions as above.