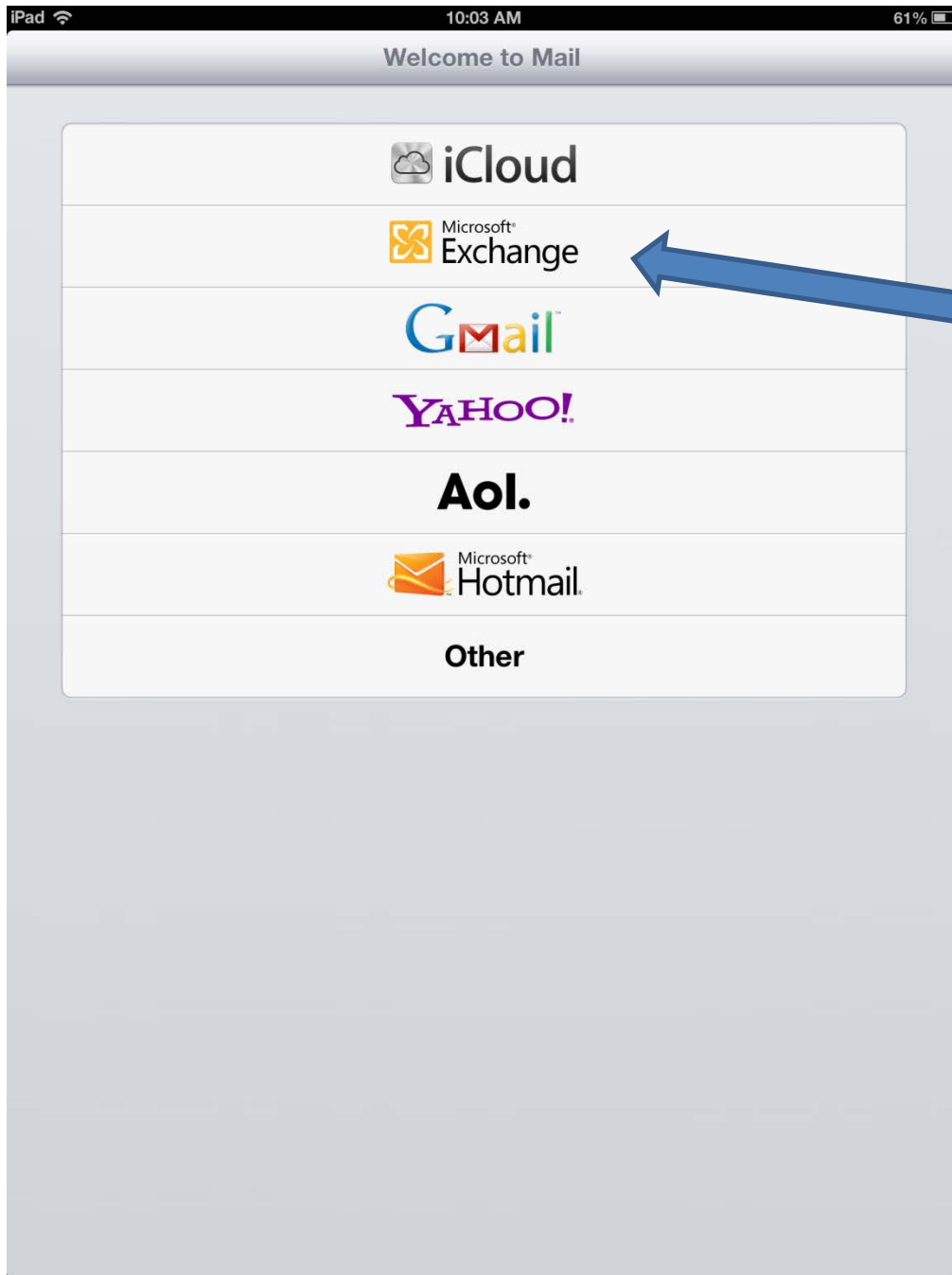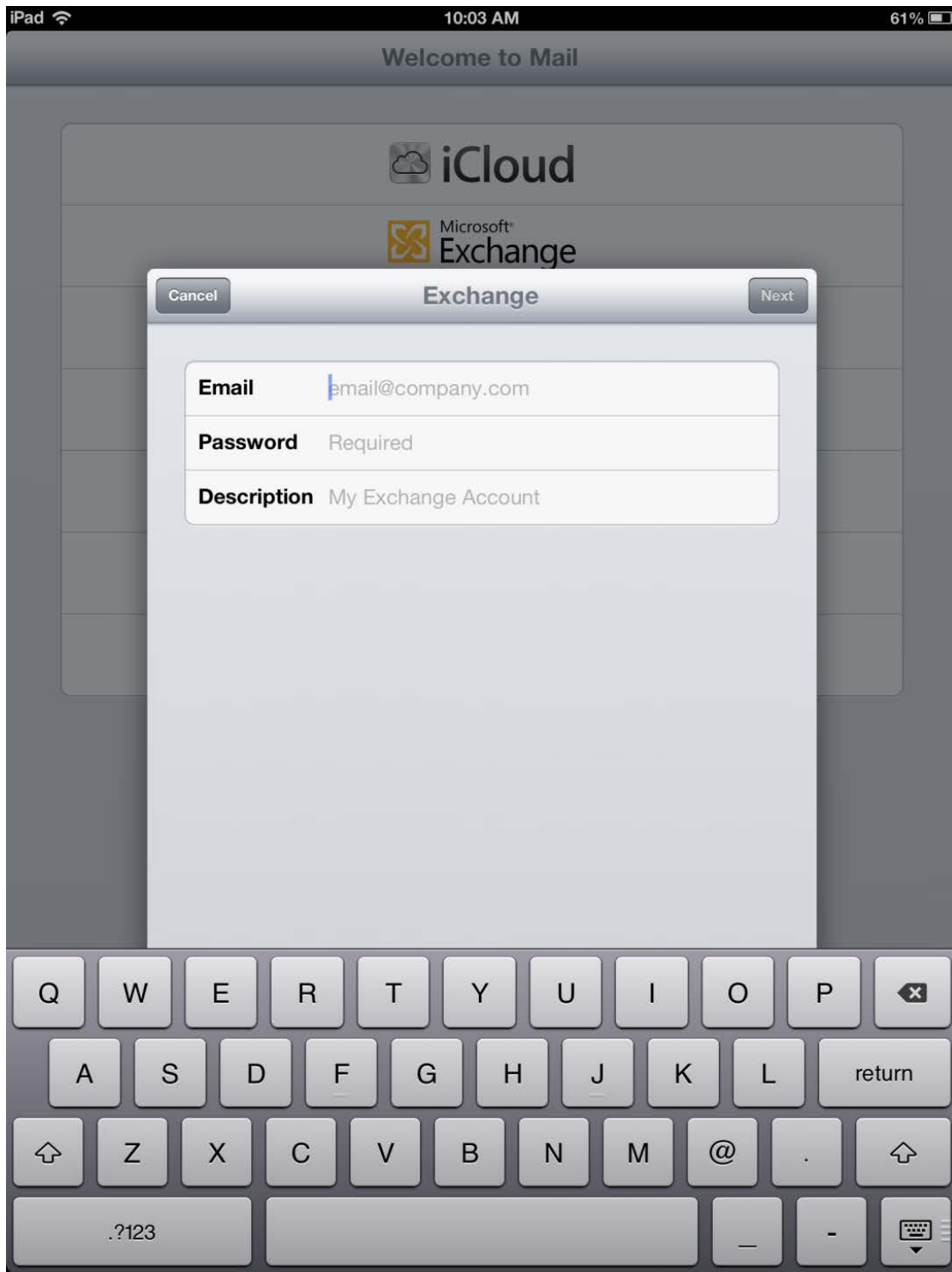# Configuring

WBACTC email

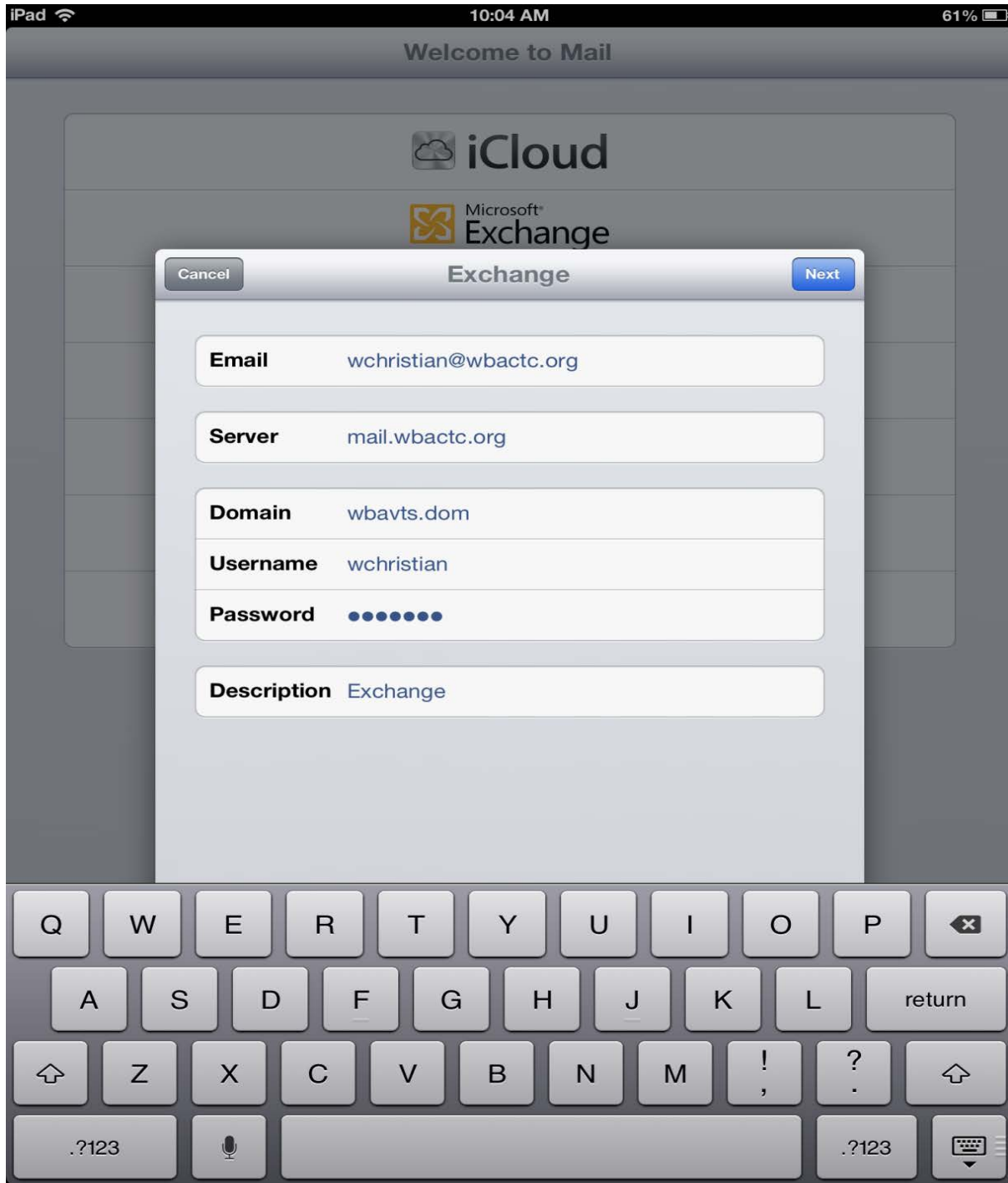# on an iOS Device

1. Select the Mail app.

2. Select Microsoft Exchange from the list.

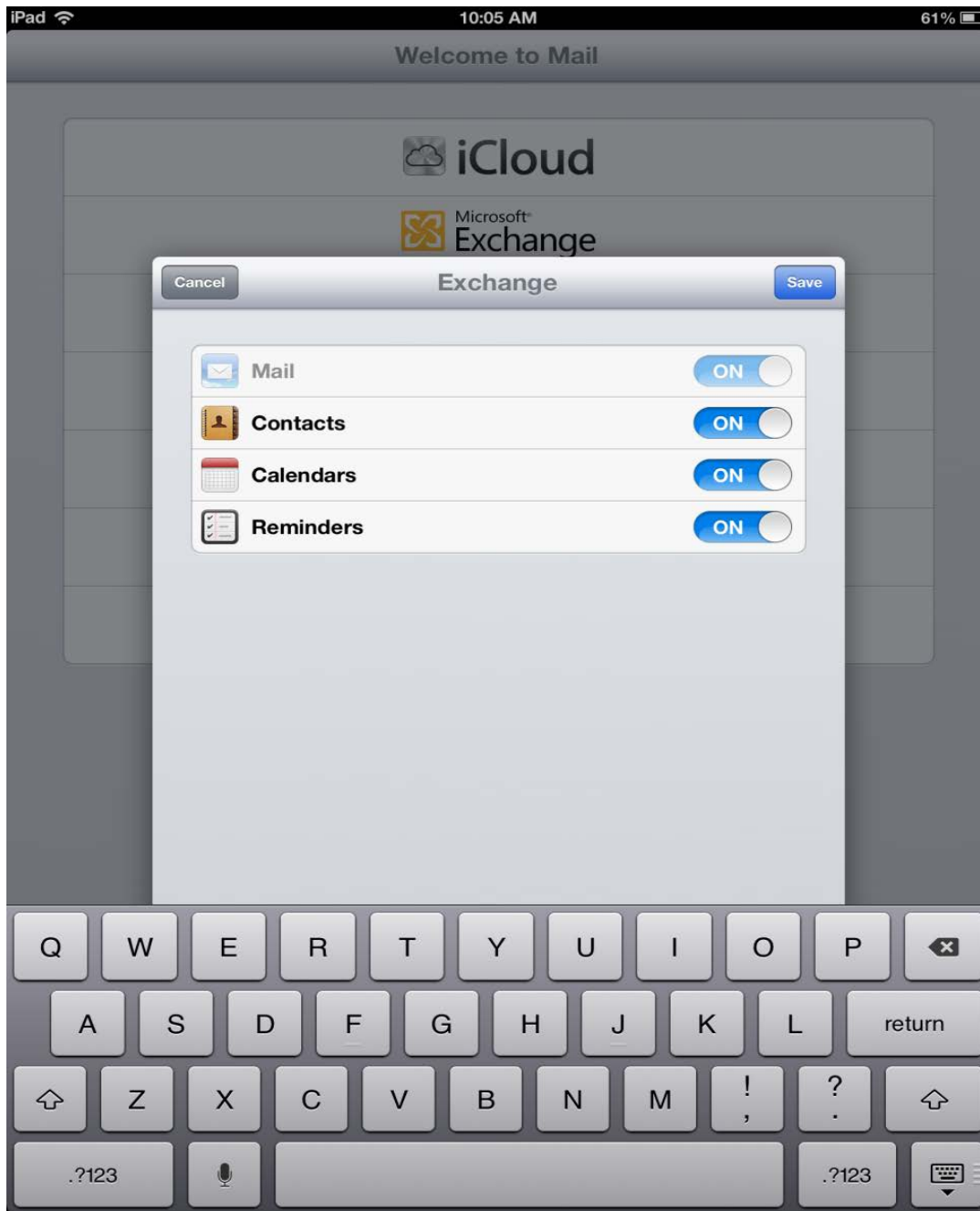3. Enter your Email Information and a description to help you identify the this email account (EX: WBACTC Email)

4. **Your password is the one you log onto your computer with daily. (NOTE: If you change your computer network password, then you must update your password in your WBACTC Mail settings)**

5. This Screen you will need to enter:
    a. FULL EMAIL ADDRESS: Like example above...
    b. OUR EXCHANGE MAIL SERVER ADDRESS: mail.wbactc.org
    c. OUR DOMAIN NAME: wbavts.dom
    d. USERNAME & PASSWORD: your computer network credentials
    e. DESCRIPTION: Name this email account something to easily for you to identify.

6. Select what you want synced to your iPad in conjunction with your Microsoft Outlook contacts, calendar, or reminders.

7. Be sure to touch SAVE to complete the steps.

8. Finally, check your email by hitting the home button to return to Home screen, selecting the Mail app, and selecting your WBACTC email inbox.