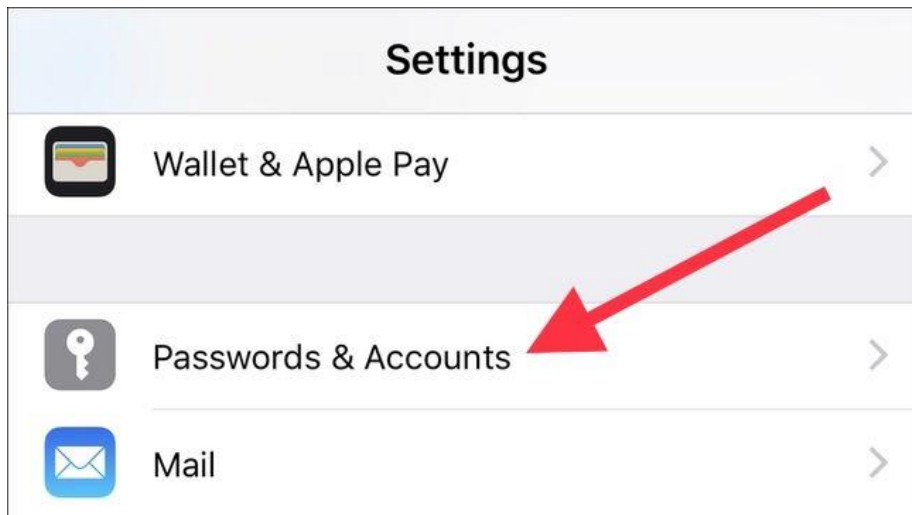


Adding your MSA School Email to your School iPad

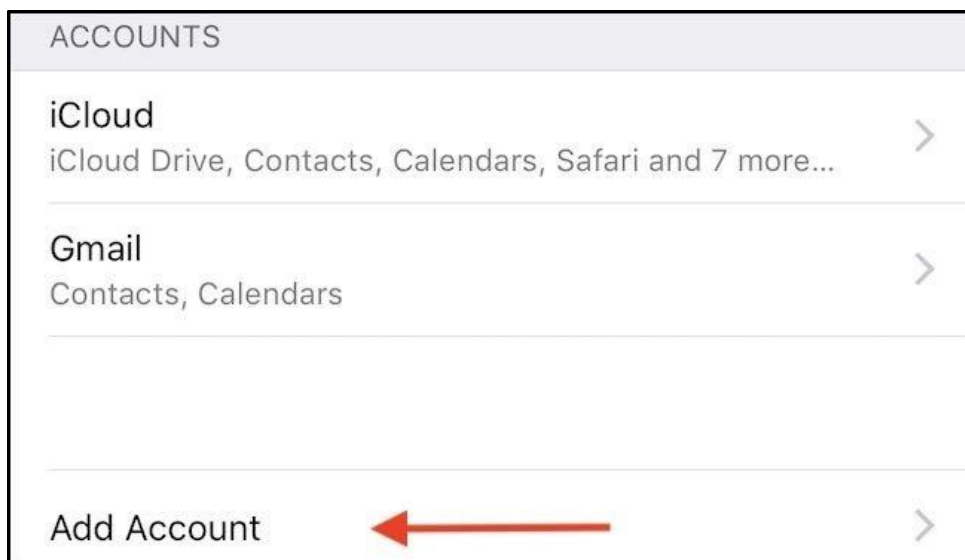
1) Tap Settings.



2) Scroll to Passwords & Accounts (or use the search box to search for it), then select/tap it.

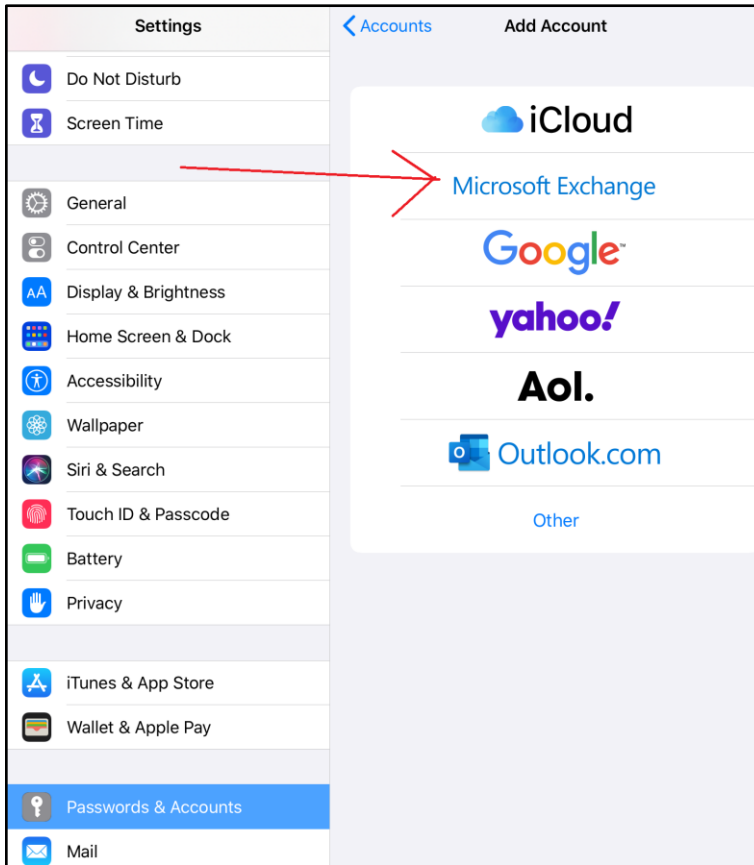


3) Tap Add Account.



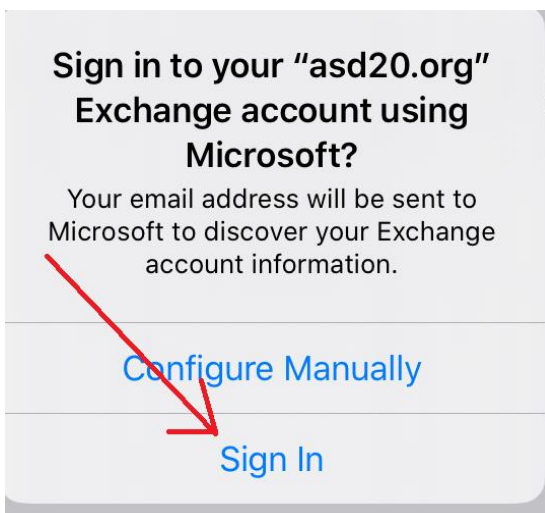
After following these instructions, if you or your student are still having trouble setting up your email account(s), please email pchshelp@asd20.org.

4) Tap Microsoft Exchange



5) Type in your email: studentID@msa.asd20.org , then click **Next** in the upper-right corner.

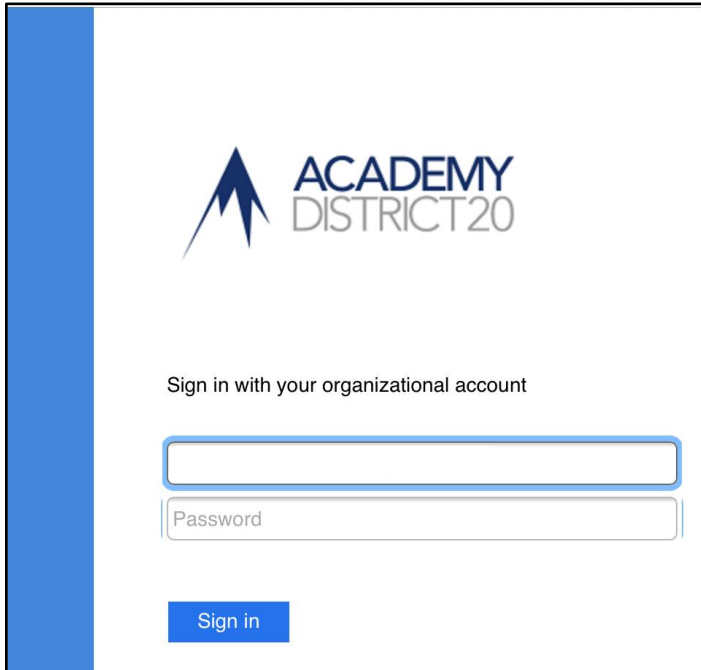
6) Tap Sign-in.



After following these instructions, if you or your student are still having trouble setting up your email account(s), please email pchshelp@asd20.org.

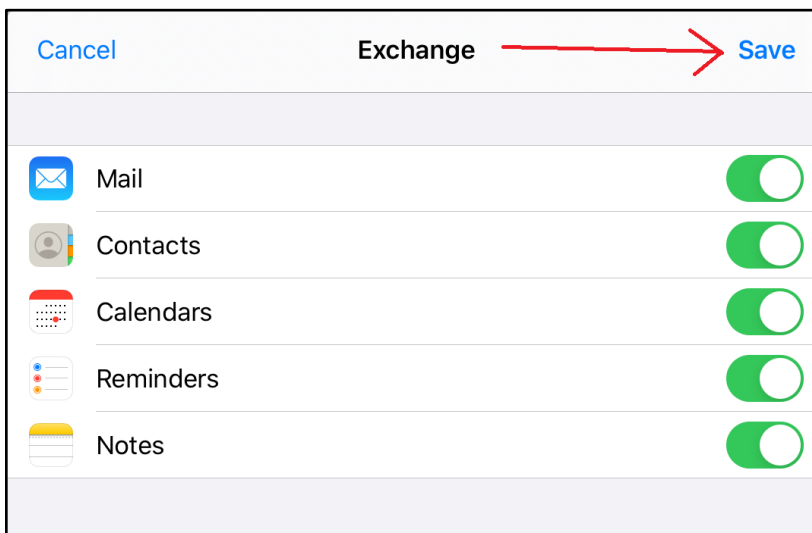
7) Sign in:

- Email address (first box): studentID@msa.asd20.org
- Password (second box): Same as your Infinite Campus password
- Tap sign-in



The image shows a sign-in screen for Academy District 20. At the top center is the logo, which consists of a stylized blue arrow pointing upwards and to the right, followed by the text "ACADEMY DISTRICT 20". Below the logo, the text "Sign in with your organizational account" is displayed. There are two input fields: the first is empty and has a blue border, and the second is labeled "Password" and has a grey border. At the bottom center, there is a blue button with the text "Sign in".

8) Click Save



The image shows the Exchange account settings screen. At the top, there are three buttons: "Cancel" on the left, "Exchange" in the center, and "Save" on the right. A red arrow points from the "Exchange" button to the "Save" button. Below the buttons is a list of services with toggle switches:

Service	Toggle
Mail	On
Contacts	On
Calendars	On
Reminders	On
Notes	On

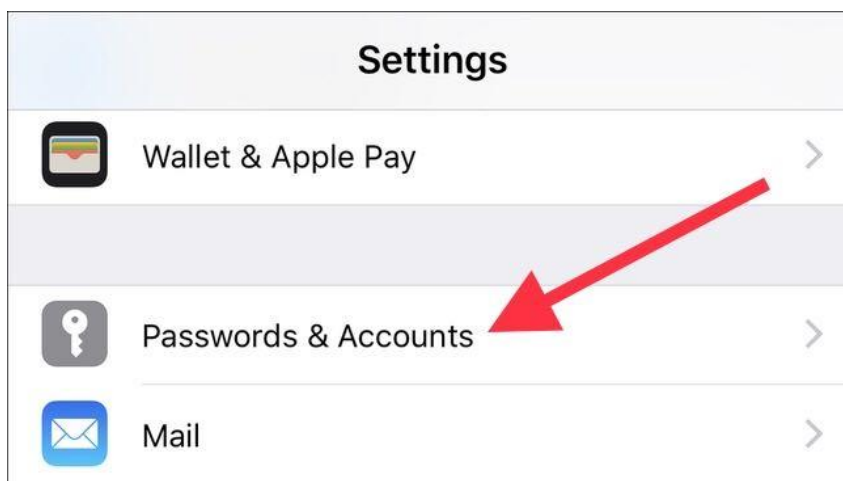
After following these instructions, if you or your student are still having trouble setting up your email account(s), please email pchshelp@asd20.org.

Adding your Google School Email to your School iPad

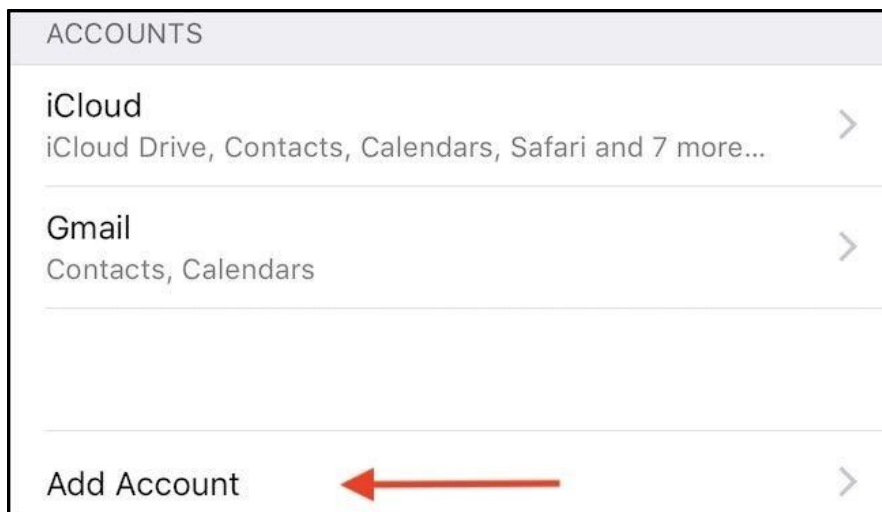
1) Tap Settings.



2) Scroll to Passwords & Accounts (or use the search box to search for it), then select/tap it.

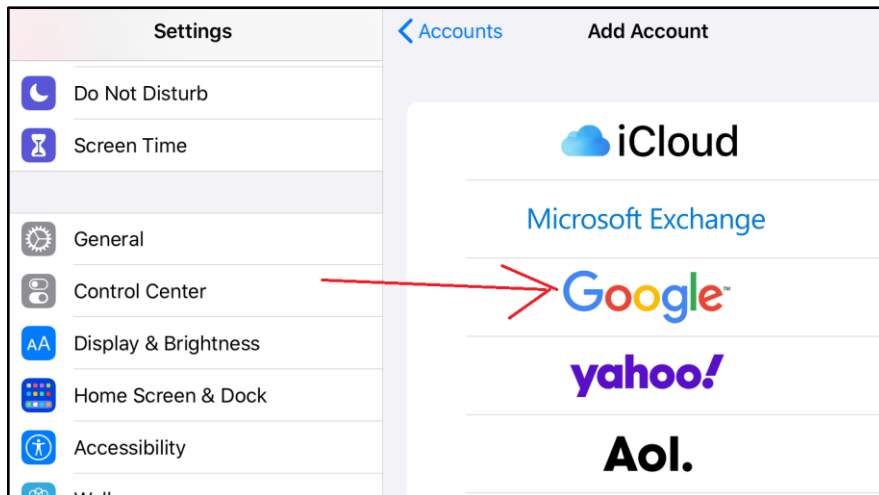


3) Tap Add Account.



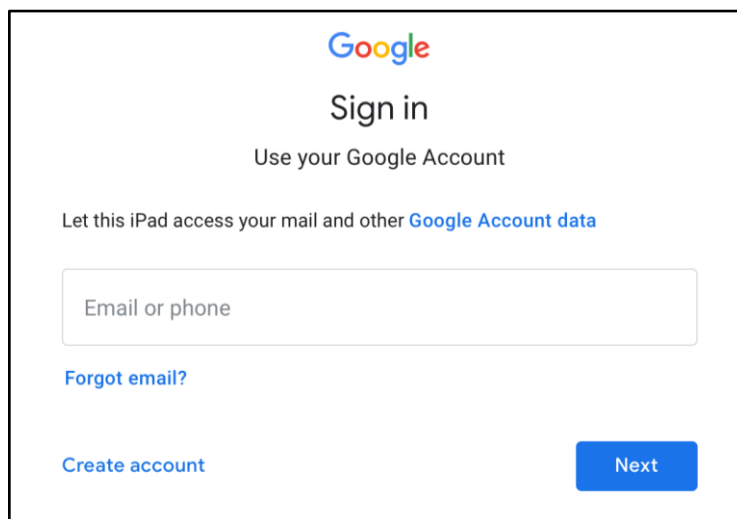
After following these instructions, if you or your student are still having trouble setting up your email account(s), please email pchshelp@asd20.org.

4) Select Google

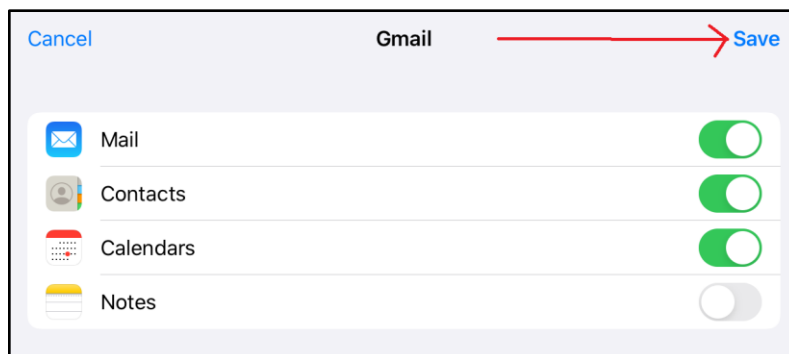


5) Login:

- **Email address:** studentID@student.asd20.org → Tap **Next**
- **Password:** Same as your Infinite Campus password



6) Tap Save in the upper-right corner.



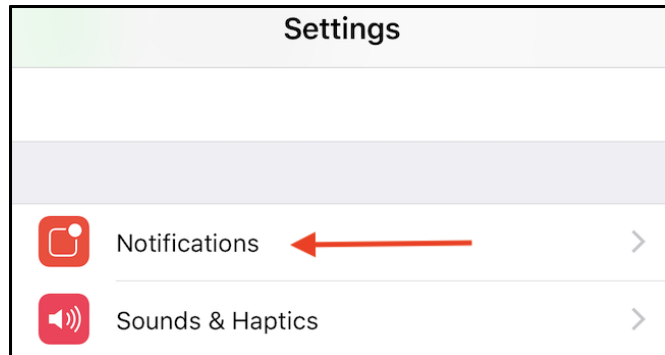
After following these instructions, if you or your student are still having trouble setting up your email account(s), please email pchshelp@asd20.org.

Enable Notifications

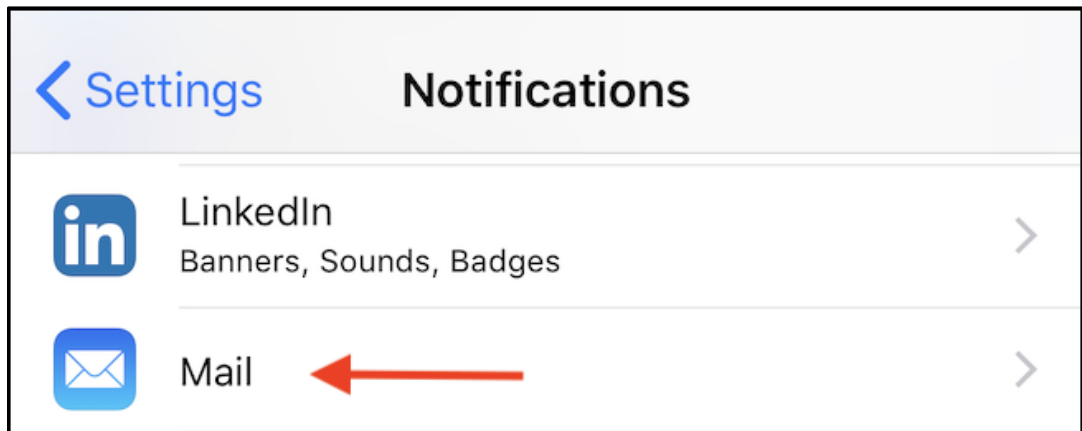
1) Tap Settings.



2) Tap Notifications



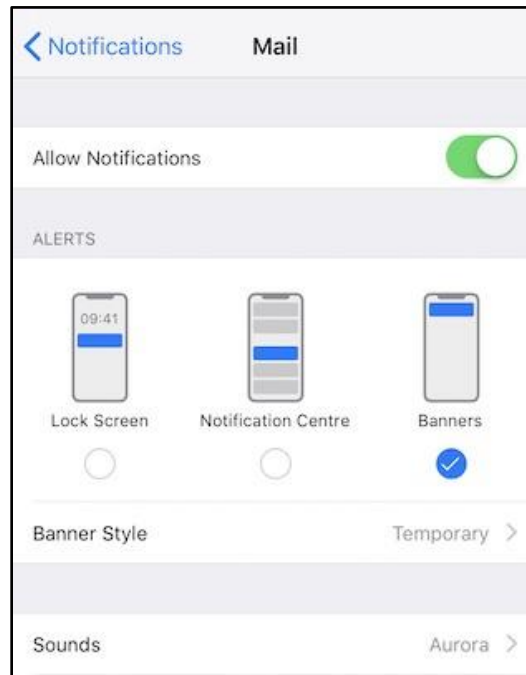
3) Tap Mail.



After following these instructions, if you or your student are still having trouble setting up your email account(s), please email pchshelp@asd20.org.

4) Notifications:

- Make sure that the “Allow Notifications” switch is turned on (if you want notifications),
- Choose how you would like notifications to arrive. You can choose whether to see icon badges, notifications on the Lock screen, and hear alert sounds when an email arrives.



After following these instructions, if you or your student are still having trouble setting up your email account(s), please email pchshelp@asd20.org.