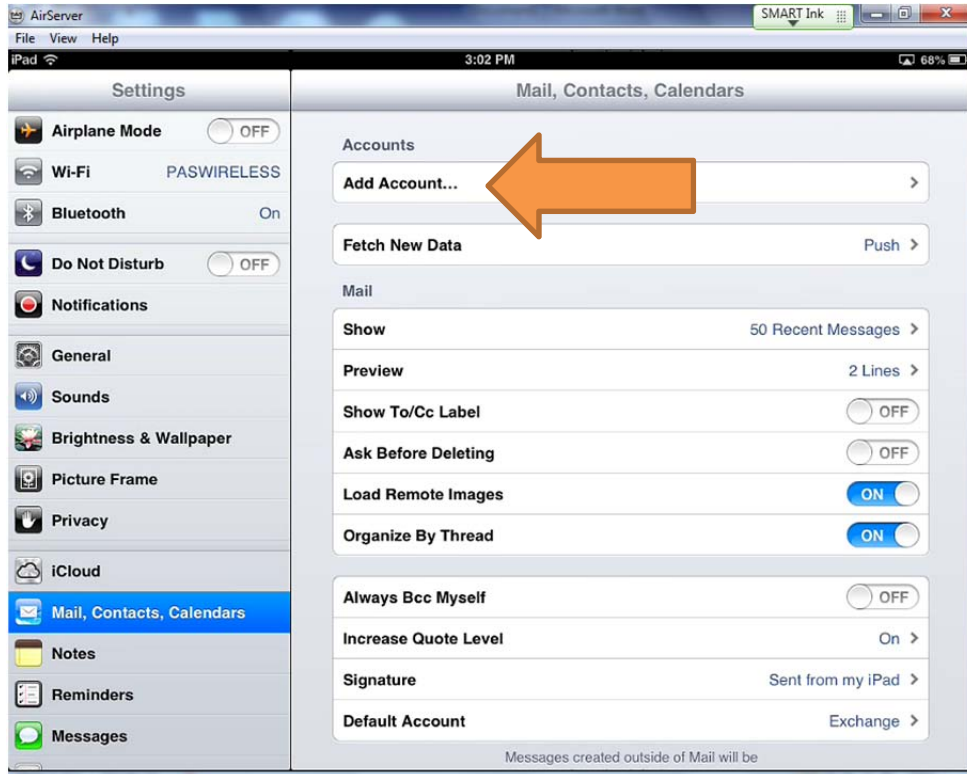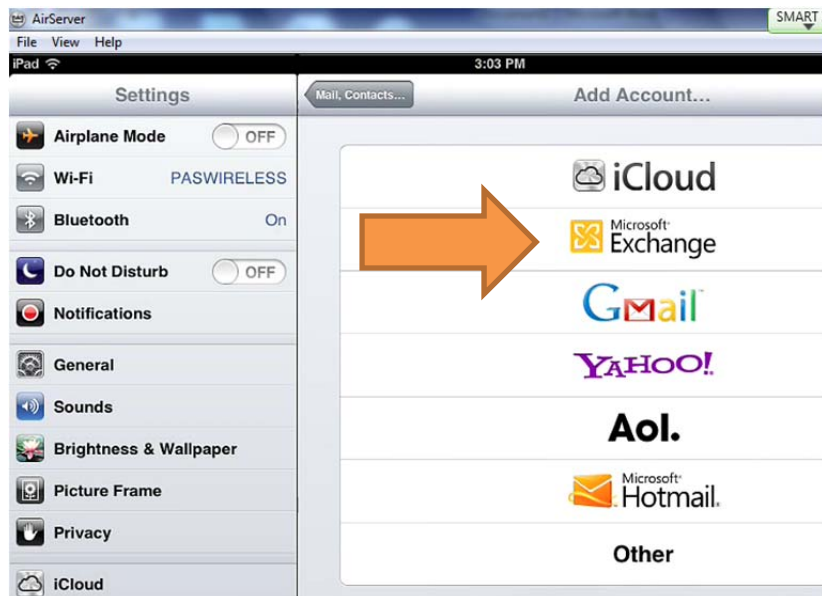# Setting up Email on your iPad
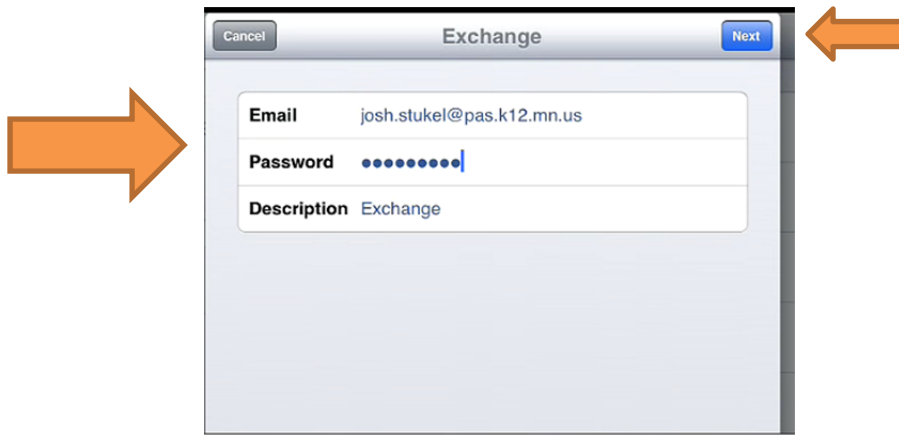
1. Go to your home screen of your iPad and select "Settings"
2. Select "Mail, Contacts, Calendars" and then select "Add Account…"
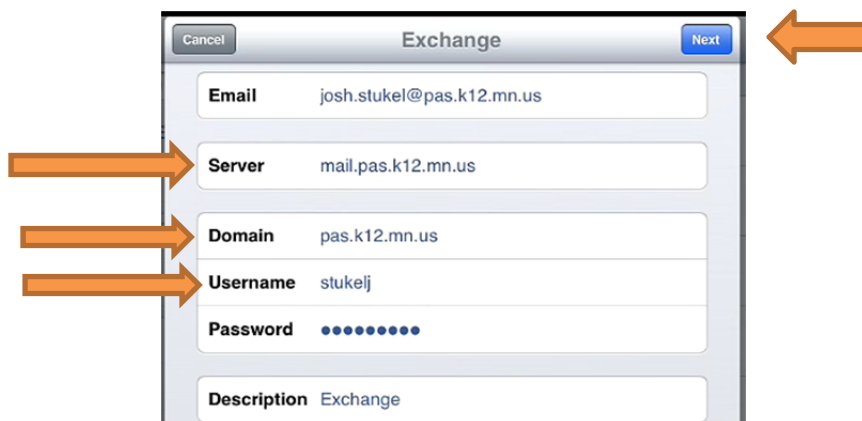

3. Select "Microsoft Exchange"

4. Enter your Email address and your password. Click "Next

5. Click "Continue" if you get this screen.

6. Populate the "Server" field with **mail.pas.k12.mn.us** and the "Domain" field with **pas.k12.mn.us**   Enter the "Username" you use to log onto the network. Click "Next" and then click "Save" on the next screen.

7. Go back to the home screen and click on "Mail" at the bottom of your iPad and you should start to see emails coming in.