

## How to setup your PHCC email on your iPad

Start the iPad

Go to the *Settings*

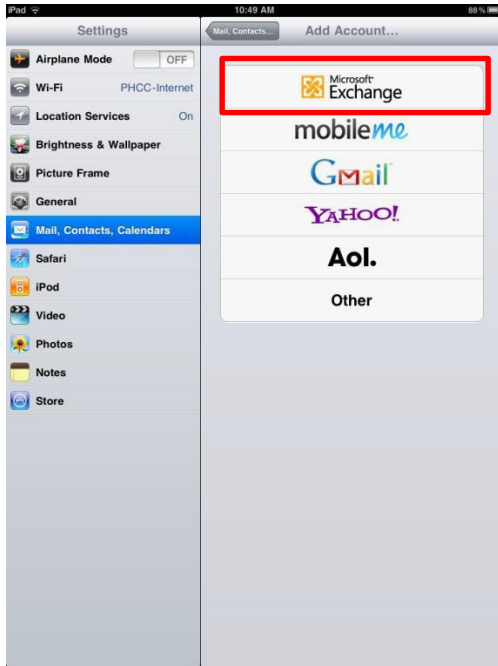


Choose *Mail, Contacts, Calendars*

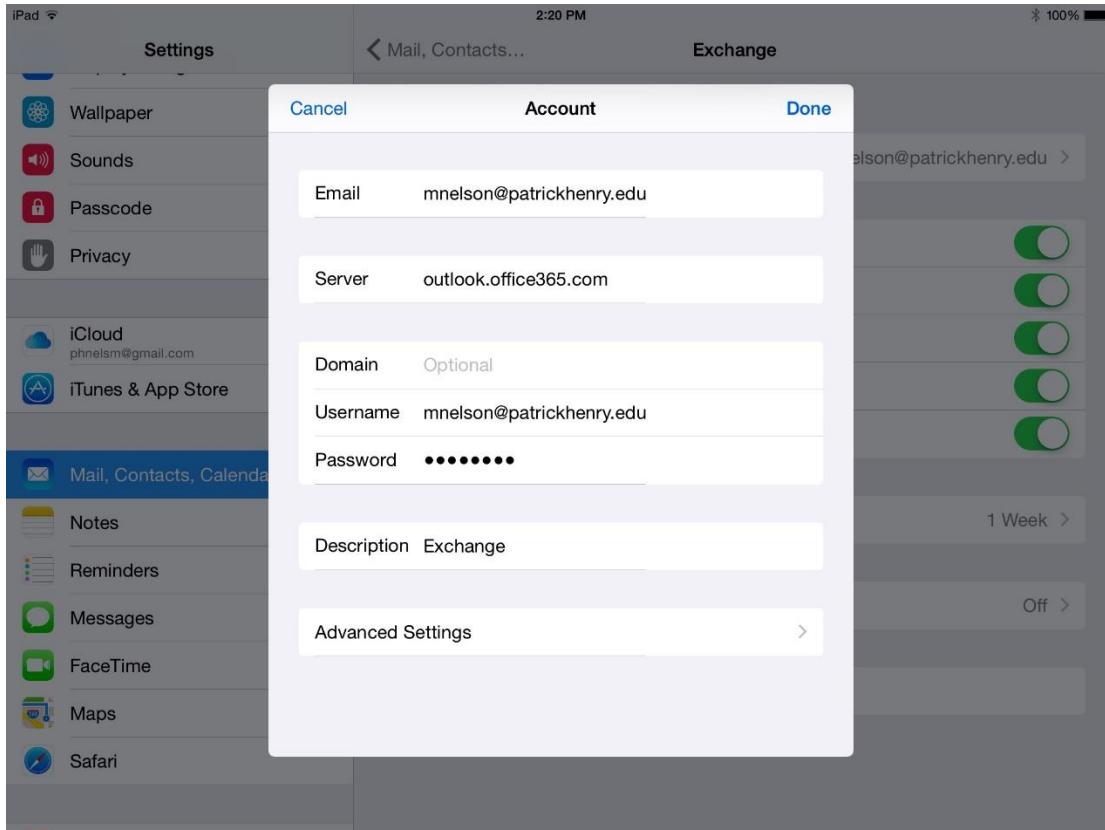
Then choose *Add Account*



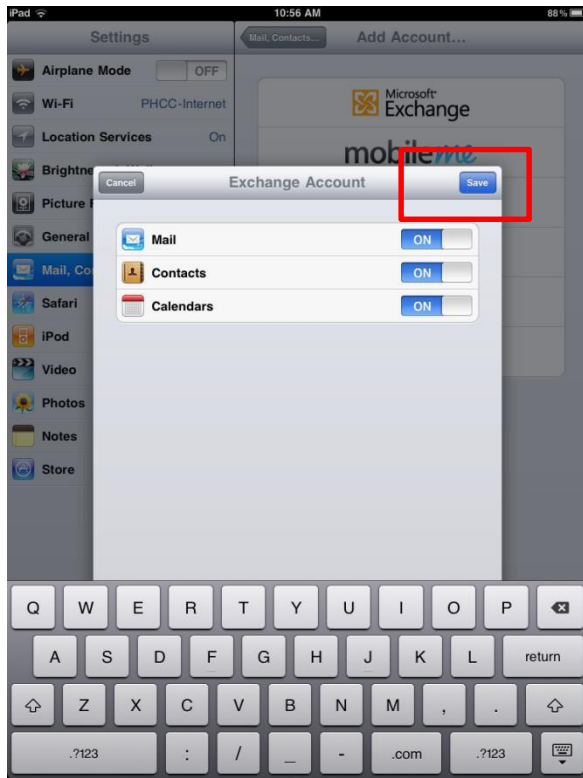
## Choose Exchange



**Enter your Email Address. Username = Whole PHCC Email Address**  
**Enter your PHCC password. Click Next**



Click SAVE on the next window



## Setting a password on the ipad

Since you have your email on the ipad you **MUST** set an access passcode for the ipad.

Go to the *Settings* page

Choose *General*

Then *Passcode Lock*



## Choose *Turn Passcode On*



## Enter a 4 digit passcode (two times)

