

FOR I-PHONE USERS:

1. Select “Settings”
2. Select “Mail, Contacts, Calendars”
3. Select “Add Account”
4. Select “Microsoft Exchange”
5. Enter your **full** email address (Ex: 13jdoe@tenafly.k12.nj.us)
6. Enter your school network password
7. Select Configure Manually.
8. Enter server information:

SERVER: **mail01.tenafly.k12.nj.us**

DOMAIN: **TPS**

USERNAME: Enter your username, example: **13jdoe**

- a. Select next, set **MAIL** as **ON**.
- b. Set Contacts, Calendars, and Reminders **OFF**. Select **Save**.
- c. Select Exchange again, tap “Account” and set **Use SSL** to **OFF**. Save again!
- d. Set “mail days to sync” to **NO LIMIT**

FINISHED

FOR ANDROID USERS:

1. Select “Applications”
2. Select “Email”
3. Select “Add Account”
4. Enter your **full** email address (Ex: 13jdoe@tenafly.k12.nj.us)
5. Enter your school network password
6. Select “Exchange Account” or “Exchange ActiveSync”
7. Select Configure Manually
8. Enter the following information:

SERVER: **mail01.tenafly.k12.nj.us**

DOMAIN\USERNAME: Enter your username, example: **TPS\13jdoe**

- a. Select next, set PUSH to ON.
- b. Set Contacts, Calendars, Reminders, etc. **OFF**. Select **Save**.
- c. Set **Use SSL** to **OFF**. Save again!
- d. Set “mail days to sync” to **NO LIMIT or ALL**
- e. Select **next**, then select **save**

FINISHED