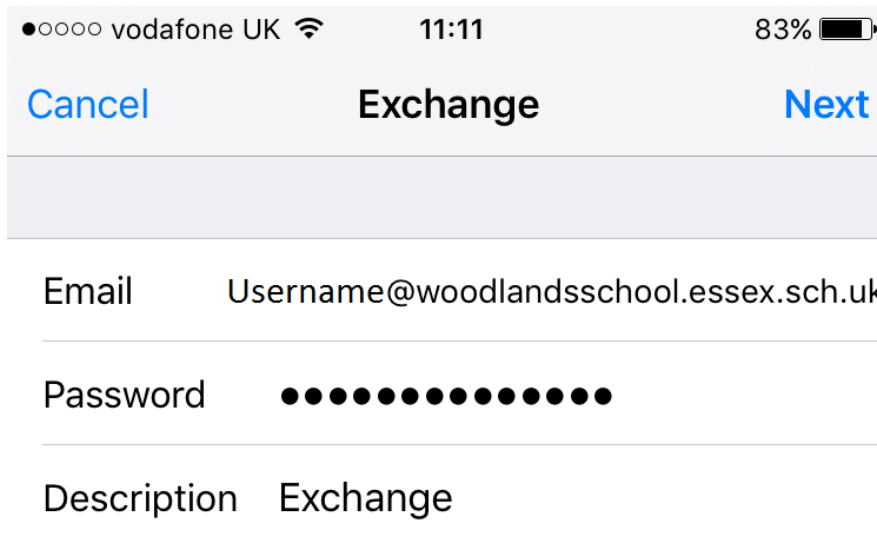


Set up Office 365 email in the iOS Mail app

To use the **built-in Mail app** on your iPhone or iPad:



1. Go to **Settings**, scroll down to **Mail, Contacts, Calendars**, and then tap **Add Account**.
2. Select **Exchange**.
3. Enter your **own full school email address** and password, then select **Next**:

A screenshot of the iOS Mail app's account setup screen. At the top, the status bar shows 'vodafone UK', signal strength, Wi-Fi, time '11:11', and battery '83%'. Below the status bar are three buttons: 'Cancel' on the left, 'Exchange' in the center, and 'Next' on the right. A horizontal line separates the buttons from the input fields. There are three input fields: 'Email' with the text 'Username@woodlandsschool.essex.sch.uk', 'Password' with a series of black dots, and 'Description' with the text 'Exchange'. Another horizontal line is at the bottom of the input fields.

4. Choose if you want to sync **Contacts, Calendar** etc. and then select **Save**.
6. You may be prompted to change the PIN / password on your phone if it is older than 90 days.

The new mailbox will now be available in the Mail app.

Mobile Device Policy

To ensure your email account and any data contained within remain secure, the following policies are applied to your device:

- A minimum 4 digit password for connected devices
- The password will expire every 90 days
- The device will be wiped after 10 failed passwords
- Password recovery is enabled
- Inactivity timer: 15 mins
- Password recycle count: 5
- Policy refresh interval: 12 hour

If you do not accept these terms your device will not connect.