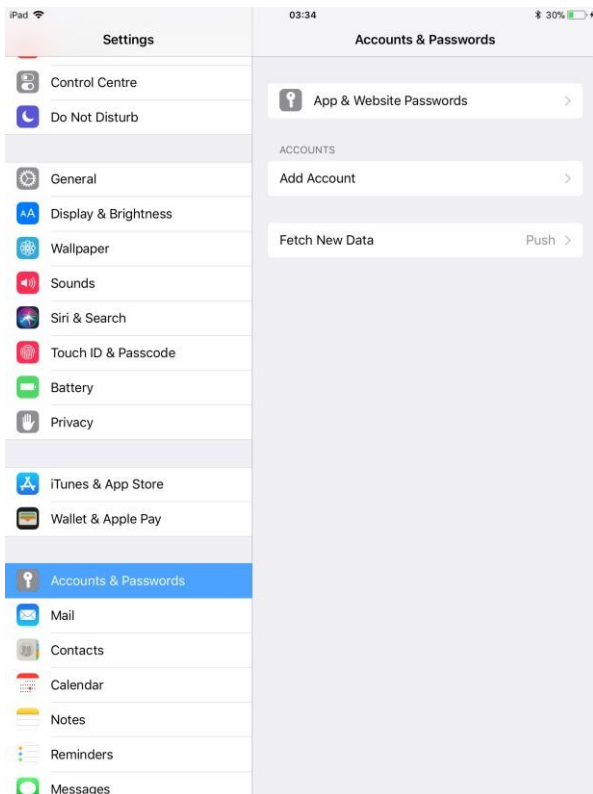
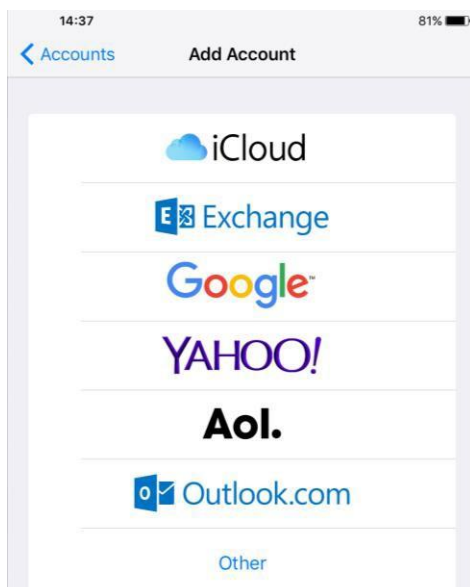


## Add and Remove email on iPad

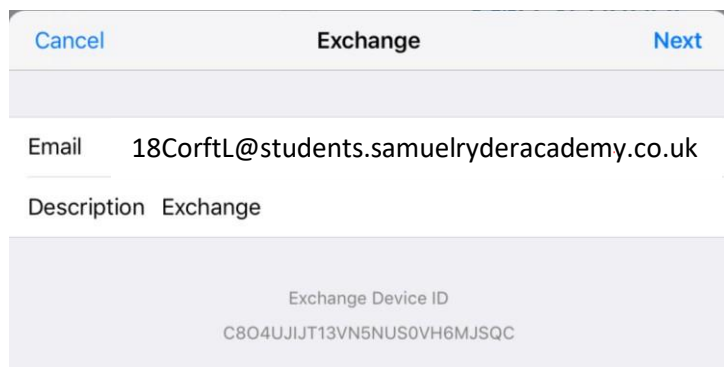


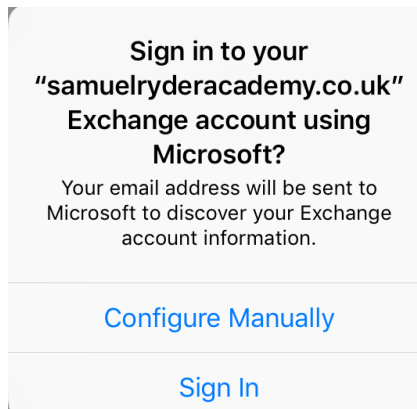
On your iPad go to settings and tap on the **Passwords & Accounts** option and tap on **Add Accounts**.

To remove an email account from the iPad, tap the email account you want to remove under the **Accounts** heading and then tap **Delete Account**.



To add you school email account, select **Microsoft Exchange** and enter your school email address and tap **Next**. The **Description** will autofill itself.



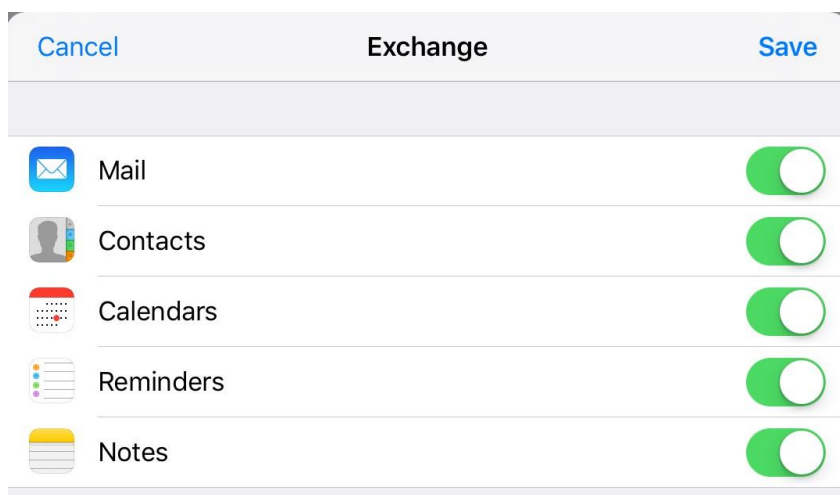


When this message appears tap **Sign In**.

After clicking **Sign In** a webpage will pop up asking for your password, enter the password you use to sign in to a school PC. **(When entering your email address and description, if the new window doesn't pop up or it asks for server details then check the email address is all spelt correct or that you are connected to the Wi-Fi properly, you may need to reconnect)**

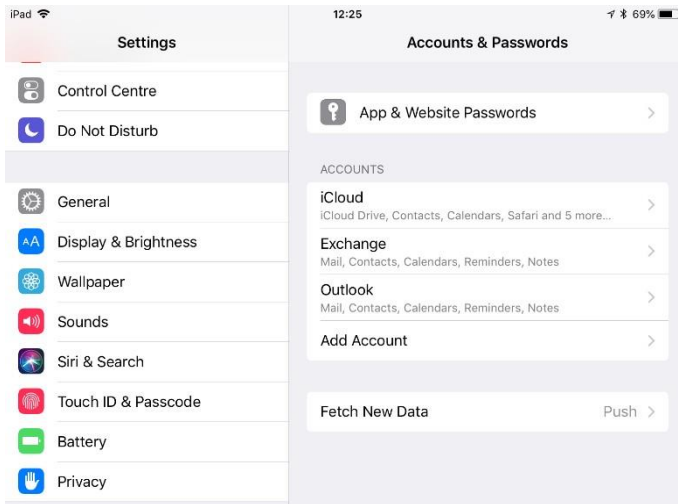
When you have entered your password, you need to **Accept** the permissions.

Tap **Save**

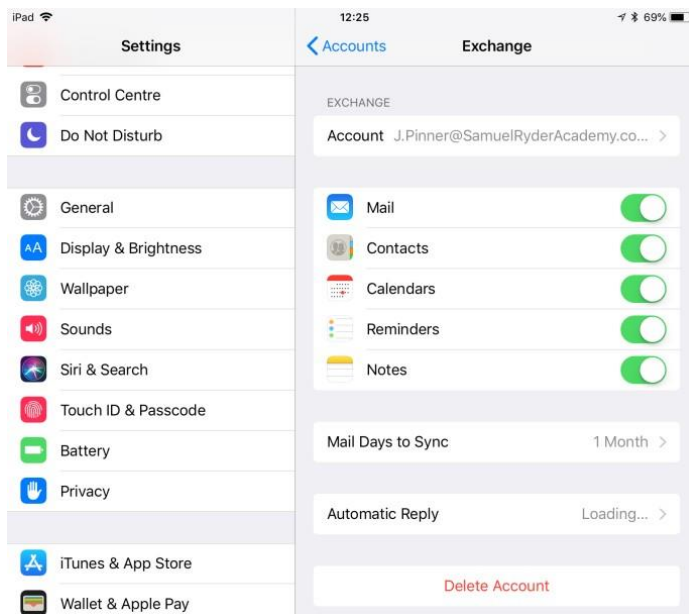


Your emails will then start to download to your iPad.

To Sync more than a months' worth of emails.



Go back in to **Settings** and **Accounts & Passwords** and tap your newly added email account. In this case it would be **Exchange**.



In the Exchange mail menu tap the **Mail Days to Sync** and change it to no **Limit**.