- 1. Go to the Settings app
- 2. Scroll down to the Accounts & Passwords

3. Select Add Account

all AT&T LTE	1:29 PM	I O \$ 96%	-
Settings Acco	ounts & Passwo	ords	
👔 App & W	ebsite Passwo	ords	>
ACCOUNTS			
iCloud Contacts, Safari,	Notes, News and	d 2 more	>
Outlook Mail, Contacts, C	alendars, Remino	ders	>
Yahoo! Mail, Contacts, Re	eminders		>
Add Account			>
Fetch New Da	ita	Hourly	>

4. Select Exchange



5. Enter your district email address and you can name your account

AT&T LTE	1:30 PM	1 🛛 🖇 96% 🔳	
Cancel	Exchange	Next	
Email	rmorris@galenaparkisd.com		
Descriptio	on GP Exchange		

6. Select Sign In



7. Enter your password



8. Then you can select what you would like to sync with your phone

