iPad/iPhone/Android – Outlook Email Setup

Removing Previous Account

1 - Go to Outlook App.

– if you do not have the Outlook App, it is highly recommended. Personal devices download from iTunes or Google Play. District iPads the app is available in Self Service. Then follow steps 5-8.

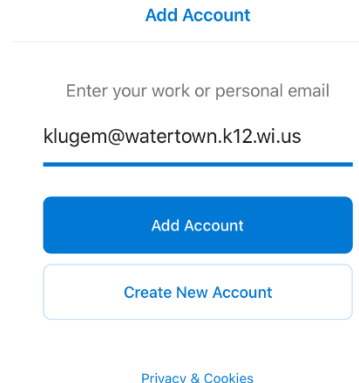2 - Select icon in upper left corner next to Inbox.
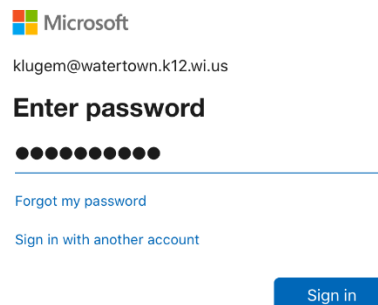
3 - Select **settings** icon bottom left.

4 - Under Mail Accounts select your district email. **Delete Account**.

Add Account

5 – Enter email address then select **Add Account**

Add Account

Enter your work or personal email

klugem@watertown.k12.wi.us

Add Account

Create New Account

Privacy & Cookies

6 – Enter password – press **Sign in**

Microsoft

klugem@watertown.k12.wi.us

Enter password

●●●●●●●●●

Forgot my password

Sign in with another account

Sign in

7 – You will be asked if you would like to add another account – select Maybe Later.

8 – You are all done. Please be aware email and folders may take a bit to fully load.

iPad/iPhone/Android - Built in Mail App Setup

iOS (11 and newer)

Tap Settings, Passwords and Accounts, Remove previous district email account first.

Add Account.
Choose Microsoft Exchange, enter district Email Address, tap next.
Tap Sign In.
Choose Work or school account, enter your password and tap sign in.
Choose items you'd like to sync and tap Save.

Android OS
(May vary depending on the manufacturer of your phone)
Tap Settings, Cloud and Accounts, Accounts, Remove previous district email account first.

Add Account.
Choose Microsoft Exchange ActiveSync, enter district Email Address and
password.
Tap Sign In.
Choose items you'd like to sync and tap Activate.