# Personal Mobile Device Setup

Accessing your email, calendar, and contacts on the iPad/iPhone, Android Phones/Tablets, and Windows Phone keeps you informed and able to communicate and collaborate with others. The following steps show how to attach your Monroe Public Schools email account on the iPad/iPhone, Android Phones/Tablets, and Windows Phone. Similar steps can be used to add personal email accounts to your device.
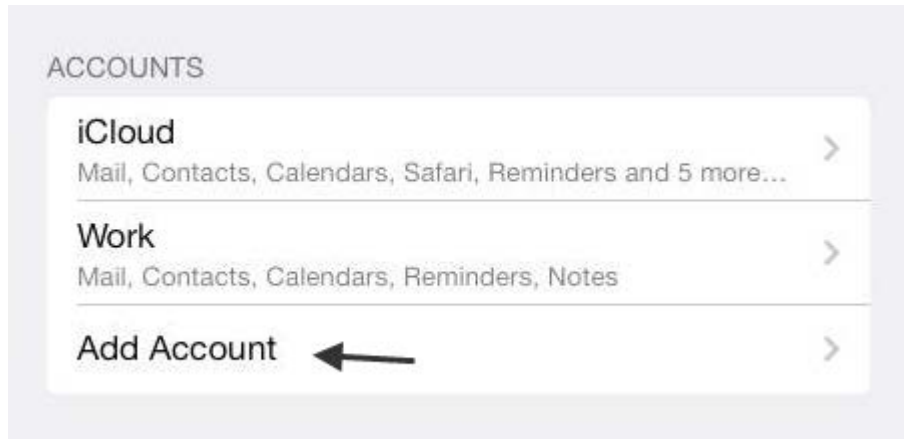
Apple: E-mail Setup
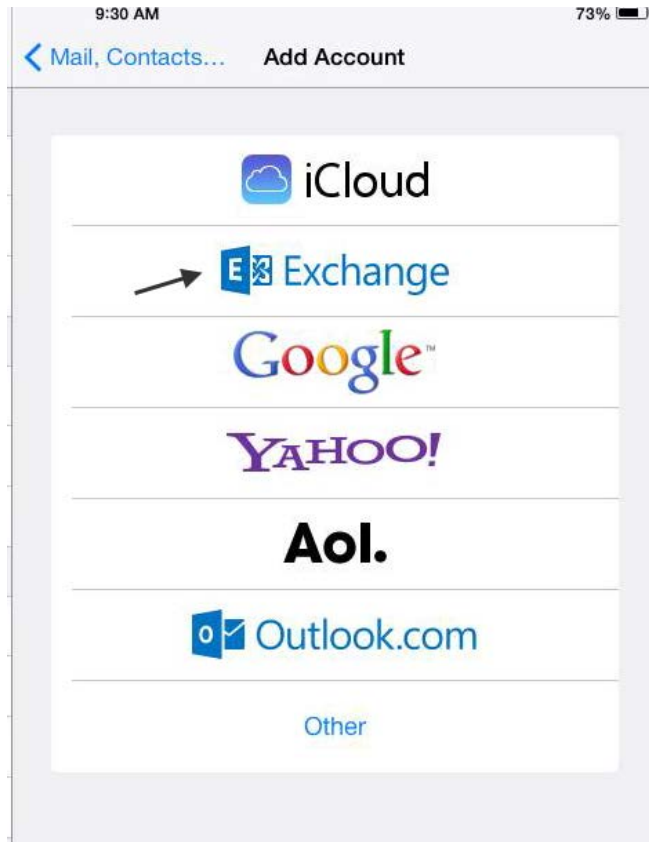
Step 1: Open the Settings App

Step 2: Go to Mail, Contacts, Calendars
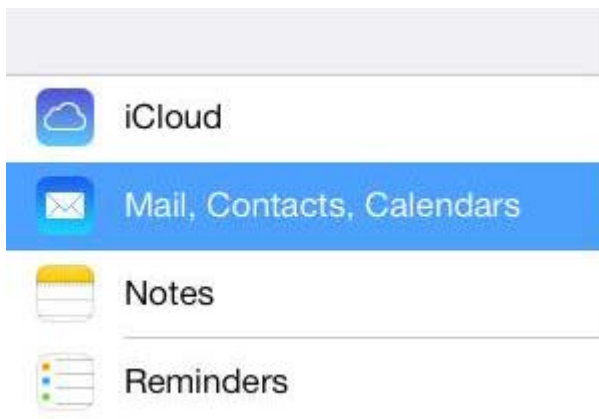
Step 3: Click Add Account…

Step 4: Select Exchange

Step 5: Enter your email address information

Step 6: Enter the server information shown below
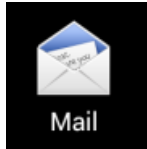
Step 7: Choose what you want to sync to the device
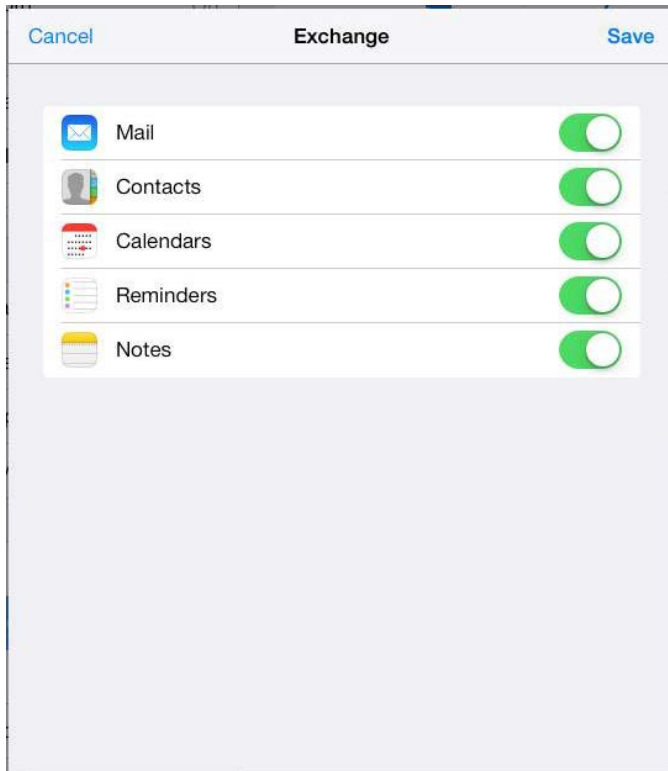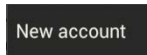
Android: E-Mail Setup
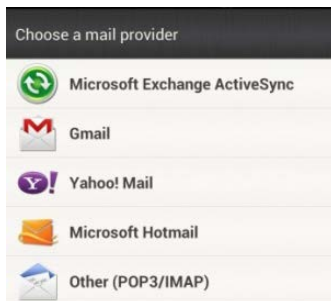
Step 1: Open Mail in the app screen.

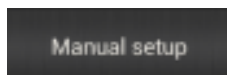Step 2: Look for a button located in the top right of your screen that looks similar to this.

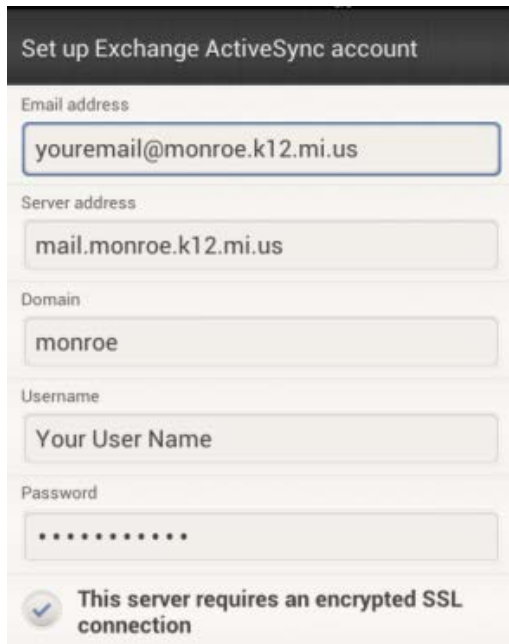Step 3: Look in the dropdown for "New account"

Step 4: Select the "Microsoft Exchange" option.

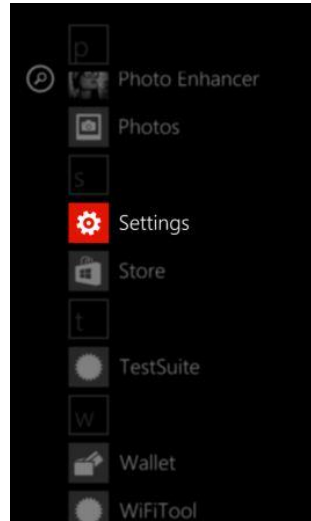Step 5: After selecting that, press the "Manual Setup" button.

Step 6: The image below shows the manual setup of your email. The **Server address** is **mail.monroe.k12.mi.us** and the **Domain** is **monroe**. Make sure you select the SSL Encritption option. The other information is your MPS email account.
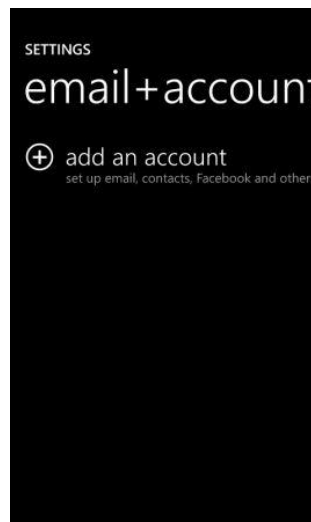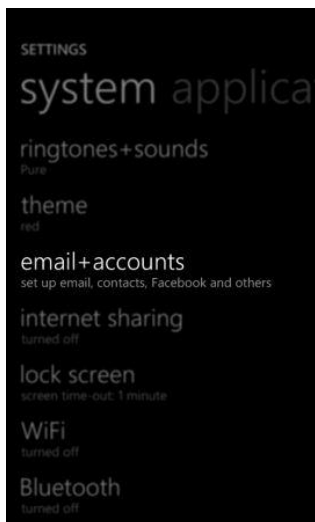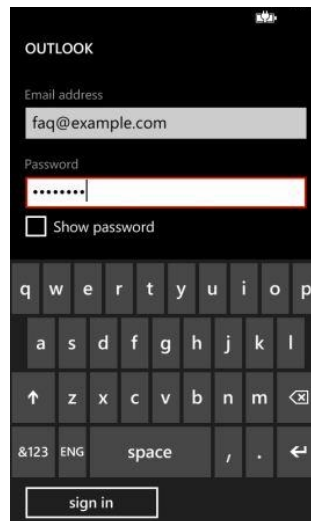
Windows: E-mail Setup

Step 1: From the start screen, swipe left to the App List and select **Settings**.

Step 2: Tap on email+accounts, then on +add an account.

Step 3: Select Outlook. Enter your Monroe Public Schools email address in the Email address field, your email password in the Password field, and then tap sign in.
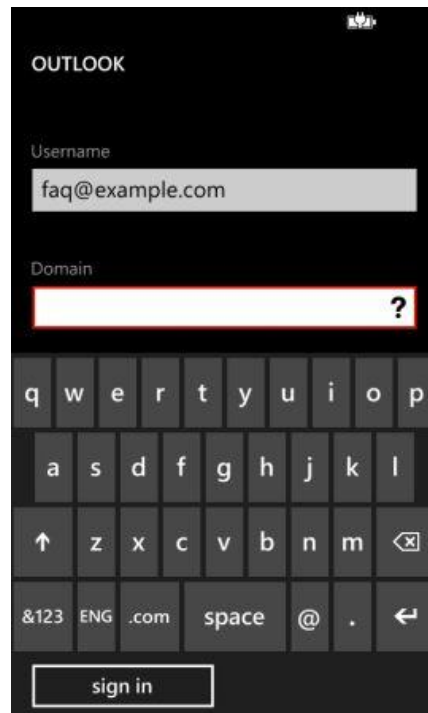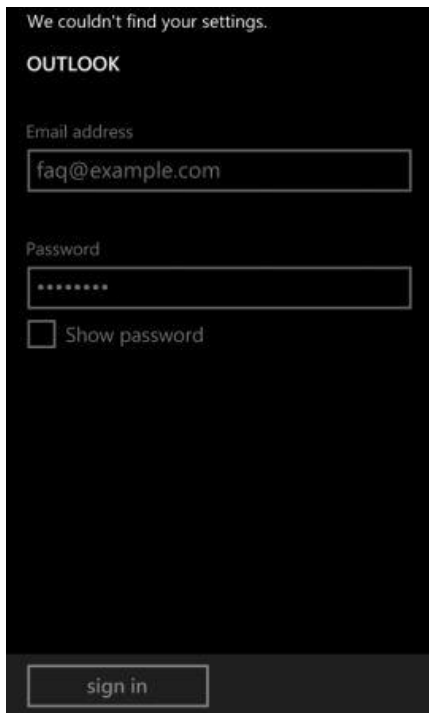

Step 4: Choose no when you are asked to enable the account for Store, Messenger and Xbox.
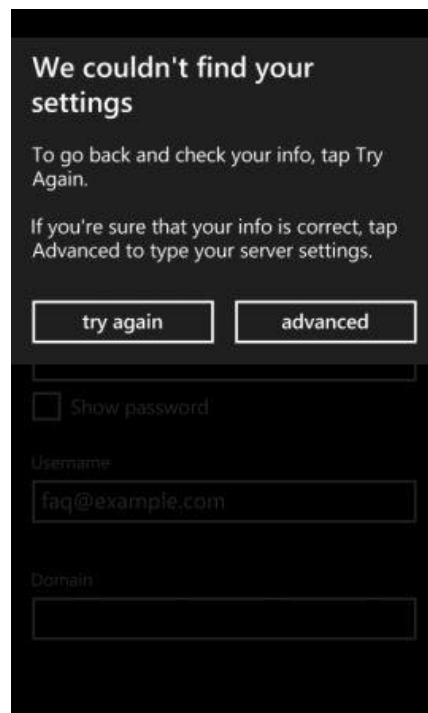
Step 5: An error message appears saying "We couldn't find your settings". You are brought back to the Settings window. Pan down to fill the Username field with your regular email address. Do not fill the Domain field. Tap sign in again.

Step 6: The same error message is displayed, you are presented with two choices in a pop-up window, select advanced.

Step 7: You are now requested for more credentials. The Server address is mail.monroe.k12.mi.us and the Domain is monroe. Tap sign in.
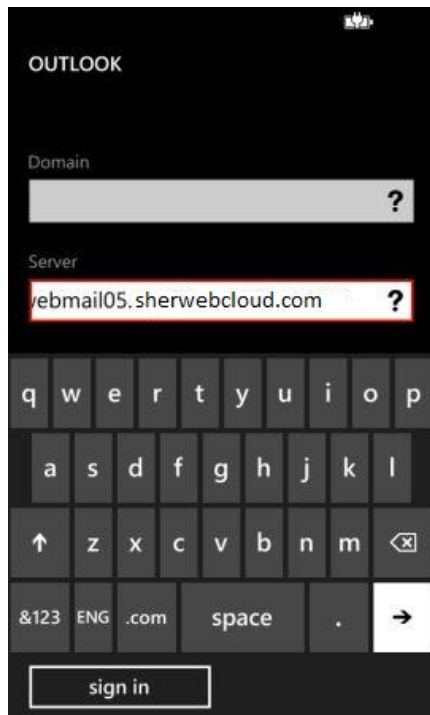
Step 8: Make sure that SSL in selected in the option menu. Your email will not work without this. You can find it under the email options for this account.