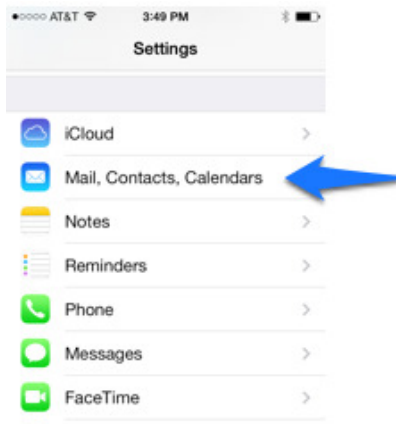


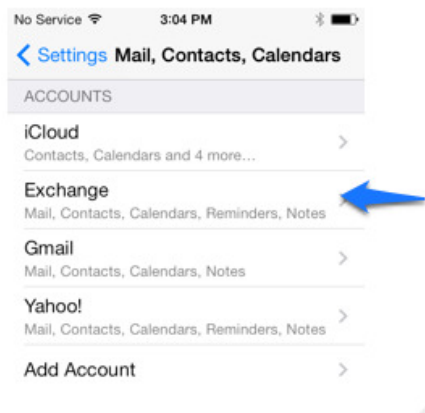
## IOS Setup

**1<sup>st</sup>- DELETE the existing RCS email account from the device.**

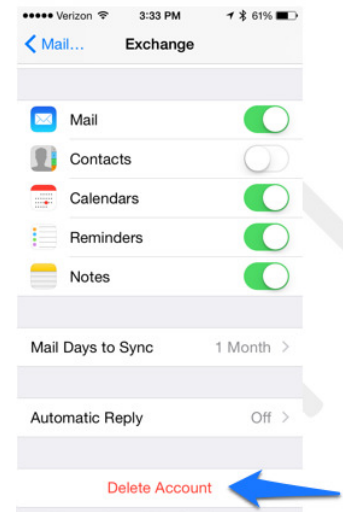
**A) Go to Settings and select Mail, Contacts, Calendars**



**B) Select the Account to Delete (Exchange)**

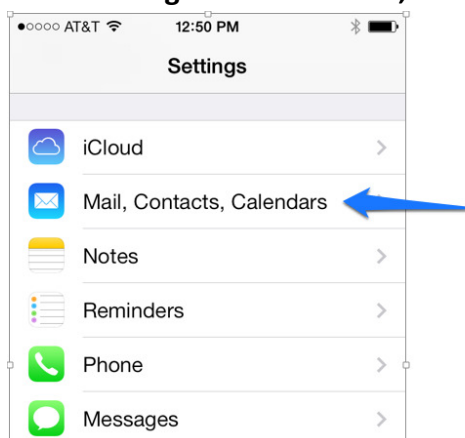


**C) Delete Account**

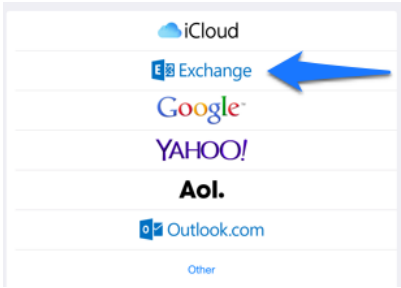


**2<sup>nd</sup>- Setup RCS email account**

**A) Go to Settings and select Mail, Contacts, Calendars**

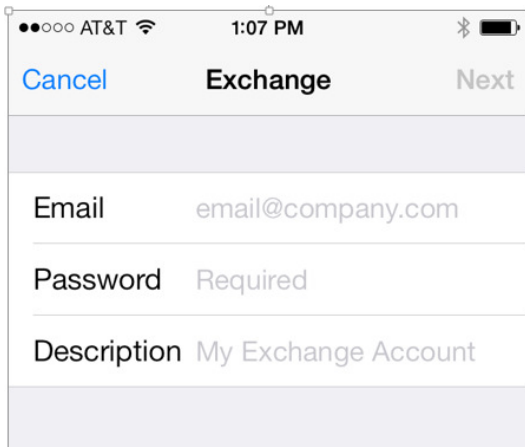


## B) Select Exchange



C) Enter the complete **Email** address including **@rcschools.net** and your email Password.

A **Description** does not need to be added or changed but the user can choose a description that identifies this account as work email.



### Example:

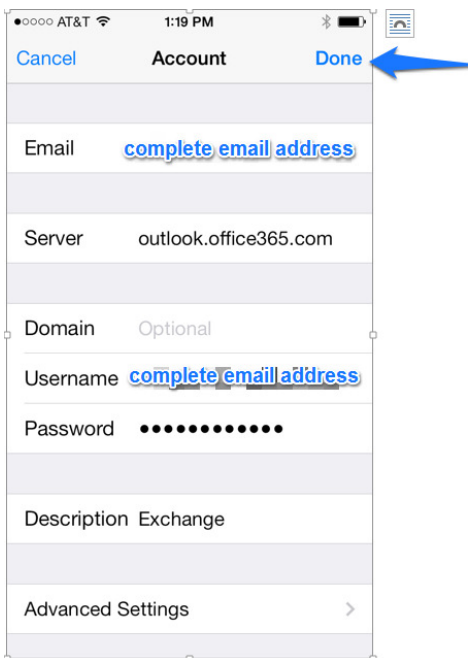
Email: [smithjoe@rcschools.net](mailto:smithjoe@rcschools.net)

Password: xxxxxxxx

Description: Work

Additional information will auto complete.

**Note:** If you receive an error message, select continue or **Done** again.



### Information for Troubleshooting Errors

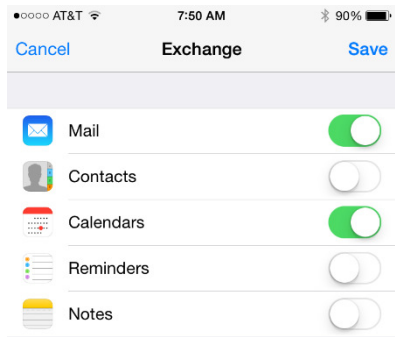
Email: smithjoe@rcschools.net

Server: m.outlook.com

The phone will later change it to the displayed view to the left

Domain: Leave this BLANK

**D)** Select categories to Sync. We do not recommend syncing contacts, reminders, or notes.



**E)** **Save** the account settings.