

# School Email on iPad

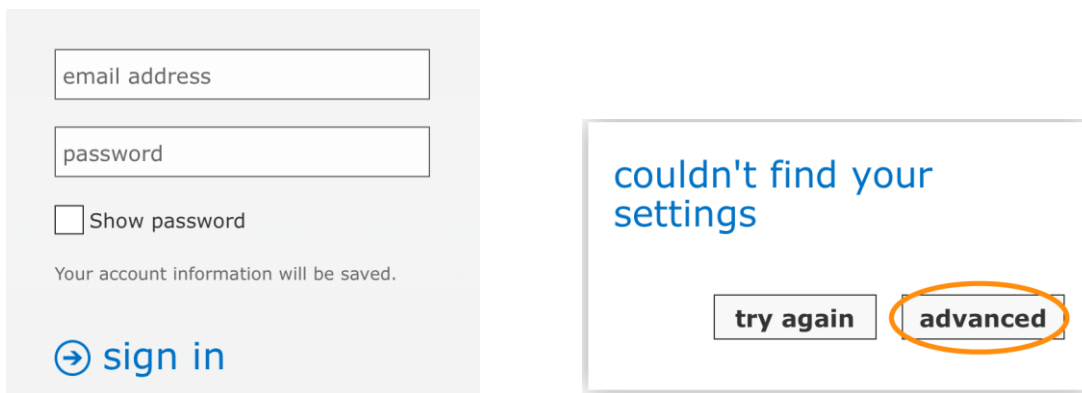
1. Open the OWA app



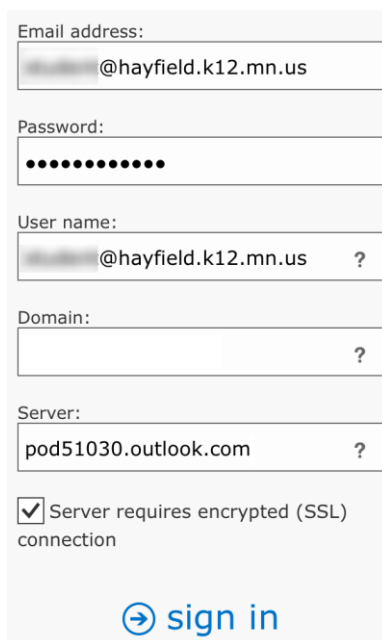
2. Click on "Continue" when the app opens.

A blue button with a right-pointing arrow icon and the word "continue" in blue text.

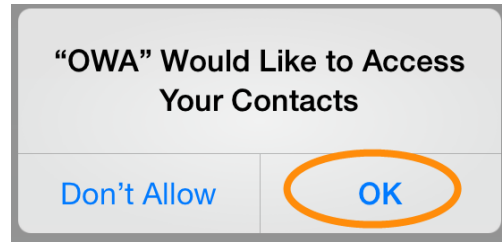
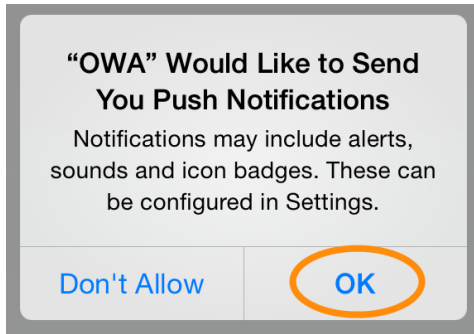
3. Type in your school email address and password. Click on "sign in." It will prompt you saying it couldn't find your settings. Click on "advanced."

The image shows two screenshots from the OWA app. The left screenshot is the sign-in screen with fields for "email address" and "password", a "Show password" checkbox, and a "sign in" button. The right screenshot shows an error message "couldn't find your settings" with two buttons: "try again" and "advanced", where "advanced" is circled in orange.

4. Fill in the boxes as shown below. User name is your email address. Leave the domain blank. The server is pod51030.outlook.com. Leave the checkbox for "Server requires encrypted (SSL) connection" checked. Click on "sign in."

The image shows the configuration screen for the OWA app. It has fields for "Email address:" (filled with ".....@hayfield.k12.mn.us"), "Password:" (filled with "....."), "User name:" (filled with ".....@hayfield.k12.mn.us" and a question mark), "Domain:" (empty with a question mark), "Server:" (filled with "pod51030.outlook.com" and a question mark), and a checked checkbox for "Server requires encrypted (SSL) connection". At the bottom is a "sign in" button.

5. You will be prompted for notifications and for access to contacts as shown below. Choose “OK” for each of them.



6. You can read through some of the hints they give you if you choose. On the last page click on “go to inbox.”



7. Your school email is now set up.