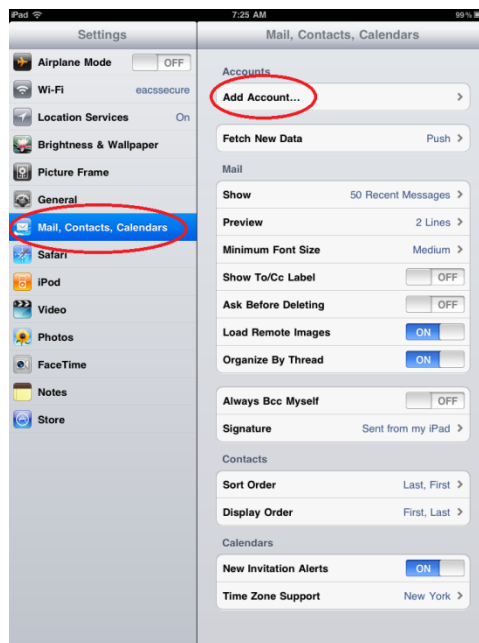


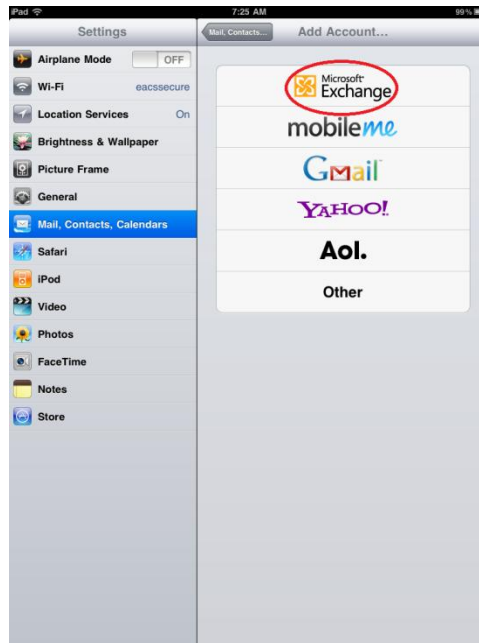
Setting up GroupWise Access on Apple iOS devices



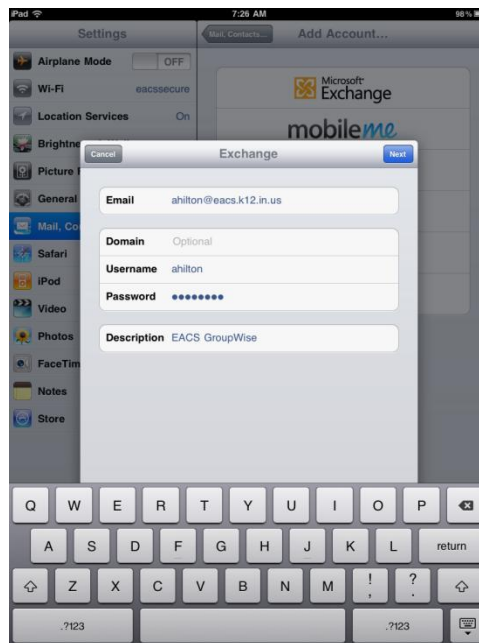
Tap on the Settings Icon



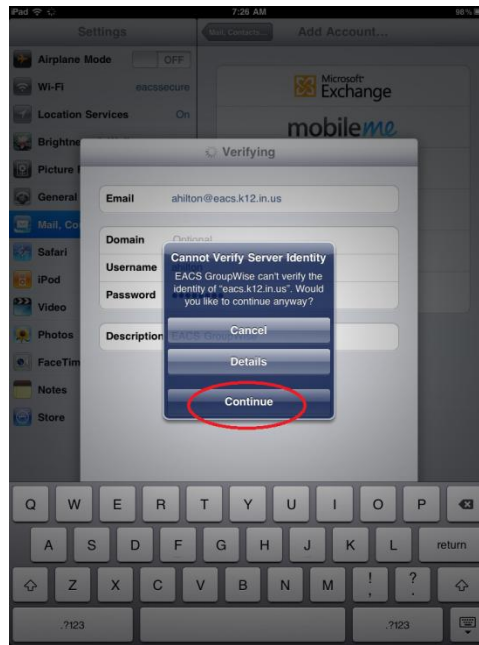
Tap on **Mail, Contacts, and Calendars** then **Add Account**



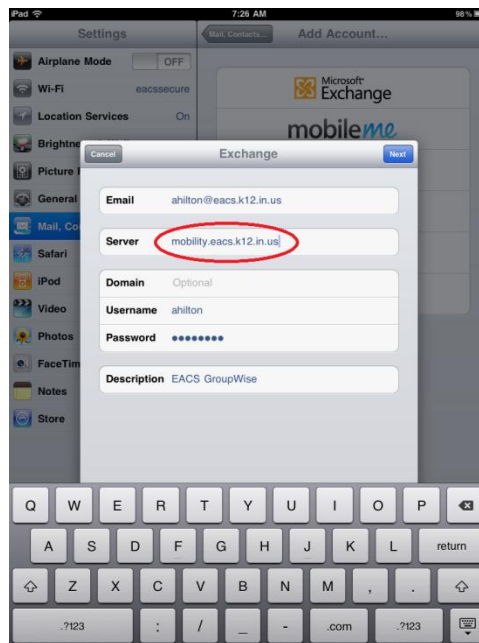
Tap on **Microsoft Exchange**



Fill in your email address, Username, and Password. Leave the Domain blank. Change the description to read **EACS GroupWise**.



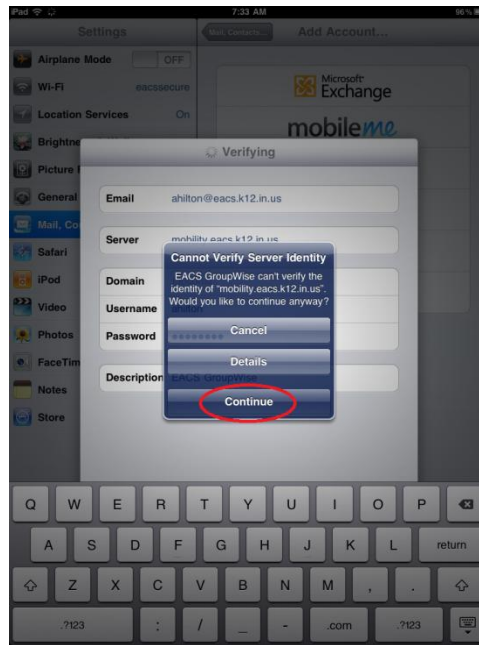
The above message will appear on the screen, click **Continue**



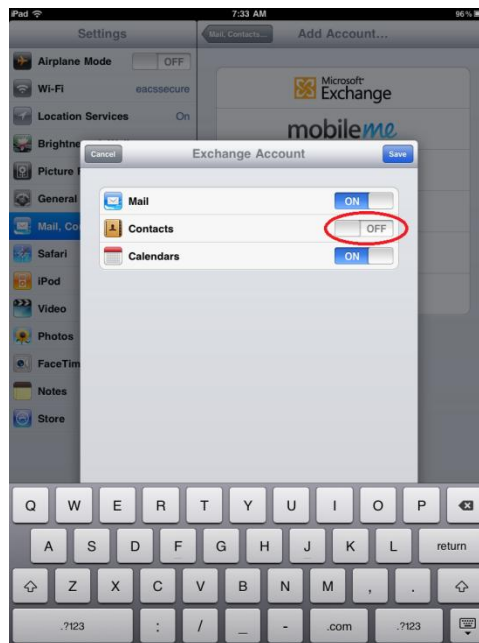
A new box will appear for you to type a server name into.

If your last name starts with A – L :Type **mob1.eacs.k12.in.us** in the box and click the blue **Next** button.

If your last name starts with M – Z : Type **mob2.eacs.k12.in.us** in the box and click the blue **Next** button.



Once again, you will get the above message on the screen. Tap Continue...



Click the On/Off toggle for contacts so it reads **OFF** – The iPads do not handle synchronizing the contacts correctly, so we do not recommend that this setting is left on. Click the blue **Save** button at the top right.

You should be able to access your email via the **Mail** app on your iPad/iPod/iPhone now.