This article describes how to connect your Lakes exchange email account to your iPhone or iPad. This gives you access to your email, contacts and calendar.

1. Make sure you have access to the Internet. Go Google in Safari. If you have Internet access, you will be able to setup your email.
2. On your device go into “Settings”
3. Select “Mail, Contacts, Calendars”
4. Select “Add Account”
5. Select “Exchange”
6. Enter your email address and your password. NOTE: Student email address is first.last@students.lakes.nsw.edu.au

7. It is also a good idea to name this account appropriately in the Description. The default is “Exchange”

8. Then select “Next”

9. If this screen is displayed, please start again as it is likely you spelt the email or password incorrectly.

10. Wait for the account to verify.
11. Select the services to use. (normally leave this default)

12. Change the mail synchronisation range
   a. Go into the mail account
   b. Select “Mail Days to sync”
c. Set the limit to “No Limit”

13. Your account is now setup

If you go into the account settings from here you can make changes. It is also the location you can delete the account.