



The following instructions outline in general how to setup a mobile device to connect to the district's Microsoft Exchange system for e-mail, calendar, and contacts using Exchange ActiveSync.

1. On the device, tap/select the **Mail/Messaging** icon.
2. On the "Choose a mail provider" screen, tap/select the option for **Exchange ActiveSync, Corporate Sync, or Microsoft Exchange**.
3. On the "Exchange ActiveSync Settings" screen
 - a. Enter your email address in the top field
 - b. Enter your password in the second field
4. Tap/select **Next**
5. Enter the full Exchange server address in to the "server address" field which is **webmail.wdbqschools.org** for a District-owned device or **mobile.wdbqschools.org** for a personal-owned device

NOTE: Depending on the device steps 6 and 7 could be combined, refer to your phone's example.

6. Enter your the full domain in the "domain" field which is **w-dubuque**
7. Enter your username in the relevant box.
8. Enter your password in the relevant box
9. This setting may not show on all devices to check "**This server requires an encrypted SSL connection**".
10. Click **Next** and the device will say "Verifying account information..."
11. If the connection succeeds, you'll be asked to specify what you would like to synchronize from Mail, Contacts and Calendar.
12. Click **Finish Setup** and the device should begin to sync your mail