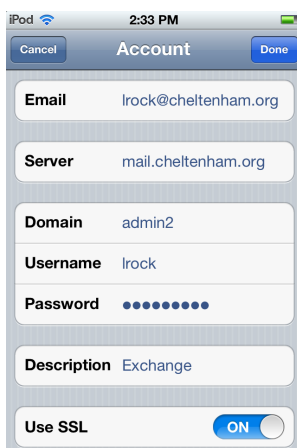


# Adding District E-mail to Your Smart Phone

The information below is needed to connect your Smart Phone to the District e-mail server. The prompts may appear in a different sequence for different phones.

*Please Note: Not all Smart phones are the same for documentation purposes. If there is an issue with your particular phone please contact your provider for assistance.*



On Most Phones ....

- 1) Goto Settings
- 2) Mail/Contacts/Calendar
- 3) Add Account
- 4) Choose Microsoft Exchange
- 5) Follow the prompts using the following information

Email – Enter your full Cheltenham email address  
name@cheltenham.org

Server – mail.cheltenham.org

Domain- admin2

Username – Cheltenham Username

Password – Cheltenham Password

Use SSL – ON