

Adding Your School Email to you iPod touch

This will only work if you had your email set up last year. If you did not, see the library for further instructions.



1. Open the Settings App
2. Tap Mail, Contact, Calendars
3. Tap Add Account
4. Tap Microsoft Exchange
5. Email: Your Student Number student#@graniteschools.com
6. Leave domain empty.
7. Username: Your Student Number student#@graniteschools.com (same thing as the email field)
8. Password: Enter the password you use to log into the computer.
9. Tap next.
10. When the server box opens enter: pod51000.outlook.com
11. Tap Next
12. Tap Done
13. Close the settings app and open the mail app.
14. Send yourself an email to make sure it sends. For example, if my student number was 9999999, my email address would be 9999999@graniteschools.com.
15. If your email is working properly, you will get the email you just sent yourself within a couple of minutes.