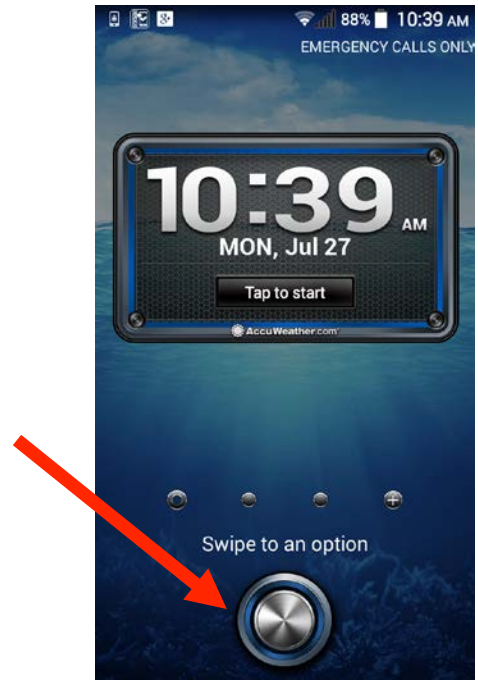


How to set up your District email on the Kyocera Duraforce Smart Phone

Complete the following steps to configure your smart phone to access your philasd.org email account. This process will synchronize the messages, calendars and contacts on to the smart phone. Before you begin, be sure that you know your username and password for the District's Employee Portal. If you don't know your username and password, please contact the IT HelpDesk at (215)400-5555.

1. Press Silver Button on the Lock Screen



2. Press the Start Button on the Action Screen

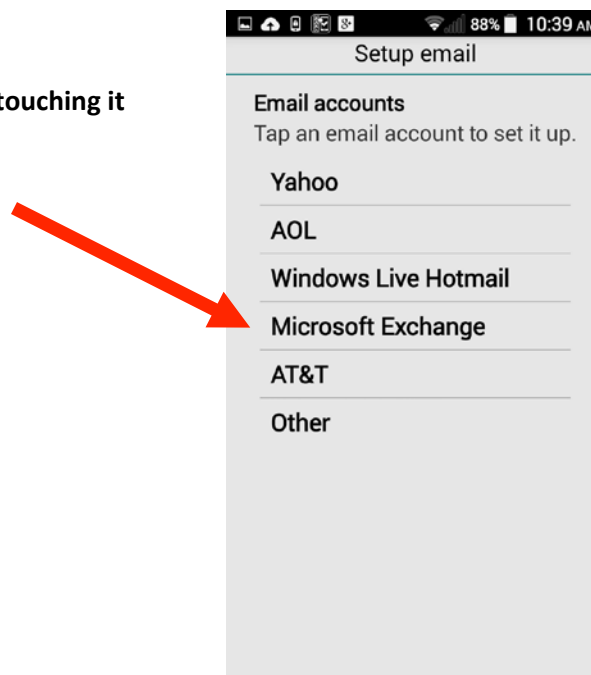


How to set up your District email on the Kyocera Duraforce Smart Phone

3. Press the Email App on the Home Screen

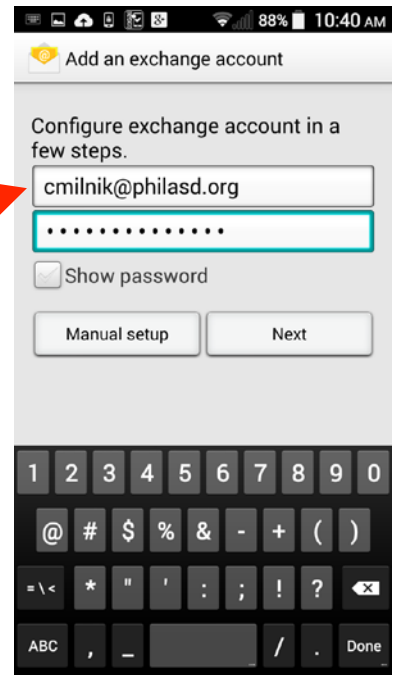


4. Select "Microsoft Exchange" option on the screen by touching it

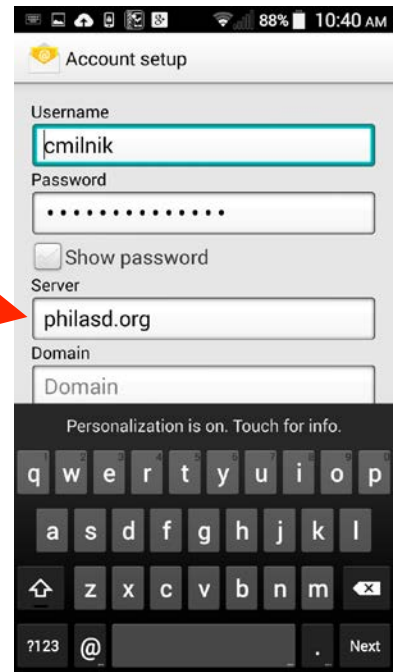


How to set up your District email on the Kyocera Duraforce Smart Phone

5. Enter your philasd.org email address and your employee password; then click "Next"

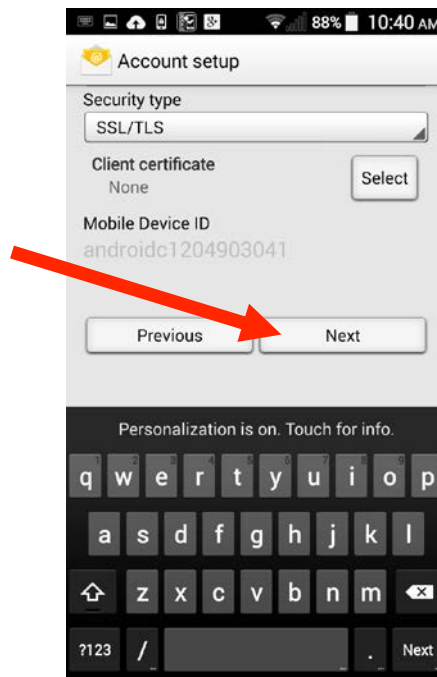


6. On the "Account setup" screen, In the Server box, type "cc.philasd.org"



How to set up your District email on the Kyocera Duraforce Smart Phone

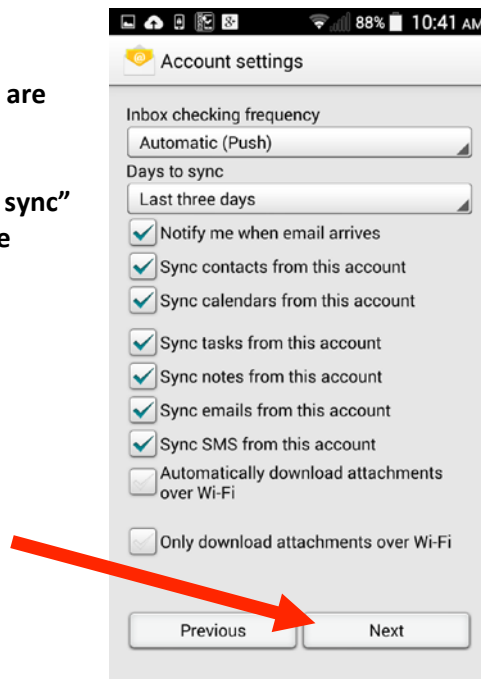
7. Scroll down to the bottom of the screen and press “Next” to continue



8. Choose the information you wish to sync to your phone. If you are not sure what to sync, leave the default boxes checked.

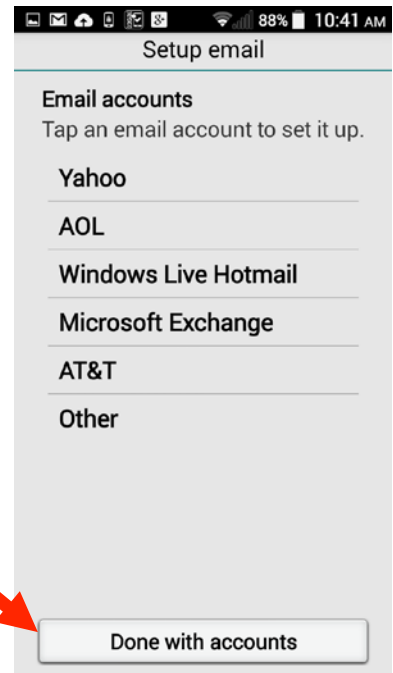
Select the number of days of messages to sync using the “Days to sync” option. Do not choose to sync more than 1 month of email, or the phone’s performance will be slower than expected.

Press “Next” again to verify sync on the screen



How to set up your District email on the Kyocera Duraforce Smart Phone

9. Press the “Done with accounts” button at the bottom of the screen to complete the process



10. Press “Next” to verify the account name. Your phone will automatically receive new information from account. Remember - if you change your District password, you must update the password in your phone.

