

EXCHANGE SETTINGS FOR PHONES AND HAND HELD DEVICES

Note: Please refer to the documentation for your device prior to beginning the process so you are familiar with where the settings need to go. For example, the iphone has a specific setting for Exchange.

Server: webmail.sweetwaterschools.org

Domain: suhsd

Email address: Your email address (normally firstname.lastname@sweetwaterschools.org)

Username: your email name in Outlook (normally firstname.lastname)

Password: what you use to access your email

SSL: turned on

There may be individual settings on your device to add contacts and calendar.

IMPORTANT: IF YOU DELETE THE EMAIL FROM YOUR DEVICE IT WILL NOT BE AVAILABLE ON YOUR DESKTOP THE NEXT DAY, AND IS NOT RETRIEVABLE.