

EXCHANGE SETTINGS FOR PHONES AND HANDHELD DEVICES

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

Password: Computer password

Server: webmail.sweetwaterschools.org

Domain: suhsd.net

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

SSL: turned on

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

Important Notes:

Anybody using Webmail on phones and any handheld devices with “webmail2016.sweetwaterschools.org” in there setting, it should be change to “webmail.sweetwaterschools.org”

Anybody using Webmail shortcuts at home or at work on their computers with “webmail2016.sweetwaterschools.org” they need to delete the shortcut and add a new one from the District website <http://www.sweetwaterschools.org/staff>

We recommend downloading the Microsoft Outlook App for phones and any handheld devices.

Android device: <https://play.google.com/store/apps/details?id=com.microsoft.office.outlook&hl=en>

Apple device: <https://itunes.apple.com/us/app/microsoft-outlook-email-and-calendar/id951937596?mt=8>

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