1. Open “Settings” (the exact location of this will vary on each device).
2. Choose “Mail, Contacts, Calendars”.
3. Choose “Add Account”.
4. Choose “Exchange”.
5. Enter your e-mail address (firstname.lastname@pastoral.org), password, and, if desired, change the account description. Then choose next.
6. The device will take a few moments to verify the account.

- Email: john.doe@pastoral.org
- Password: ********
- Description: john.doe@pastoral.org
7. Then you should see check marks indicating that it completed successfully.
8. Next you can choose if you want to get just e-mail on your device or any combination of e-mail, contacts, calendars, reminders and/or notes. After making your selection click save.
9. You can access your mail, contacts, calendar, reminders and notes via the appropriate icons. Again, the placement will vary from device to device.