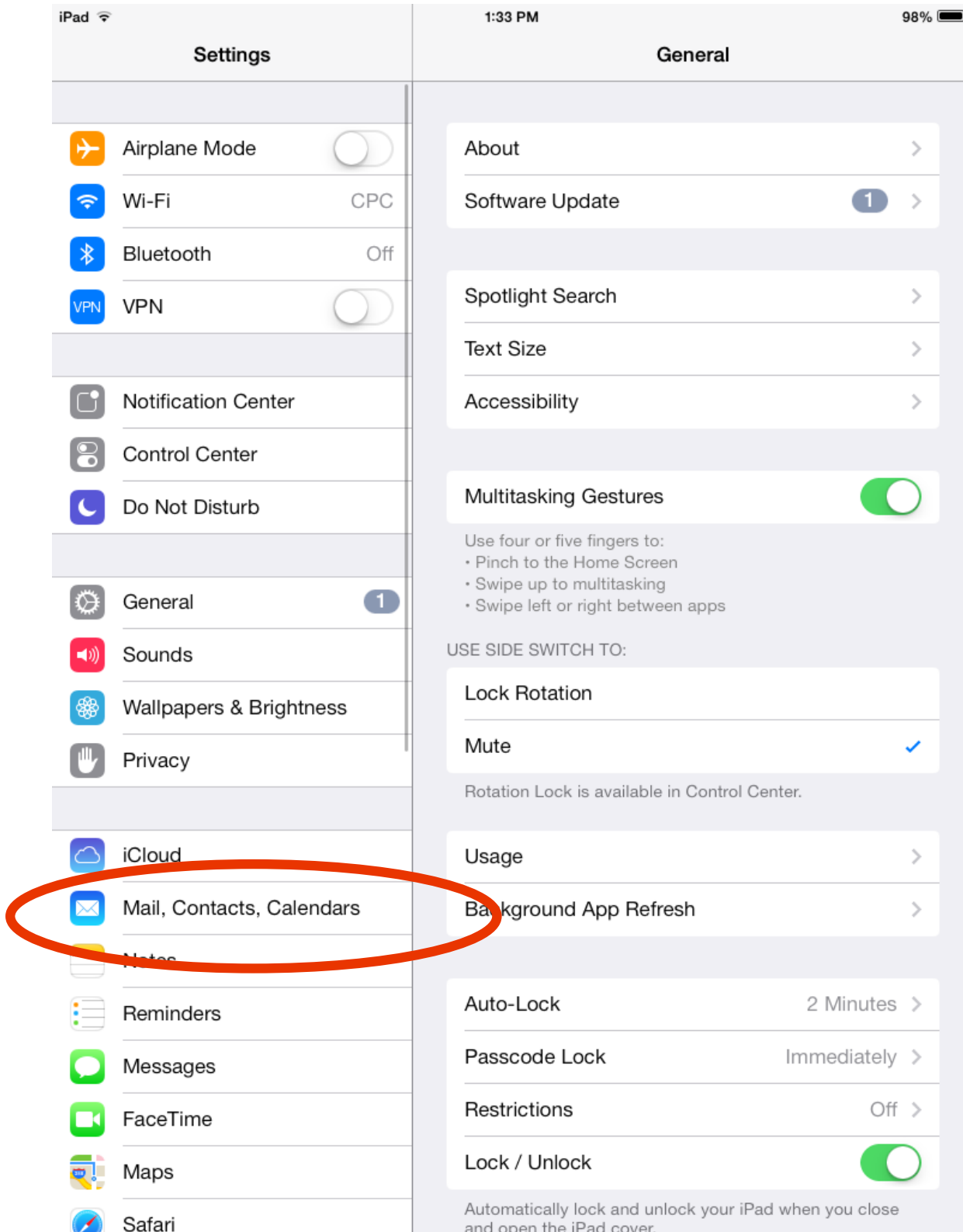


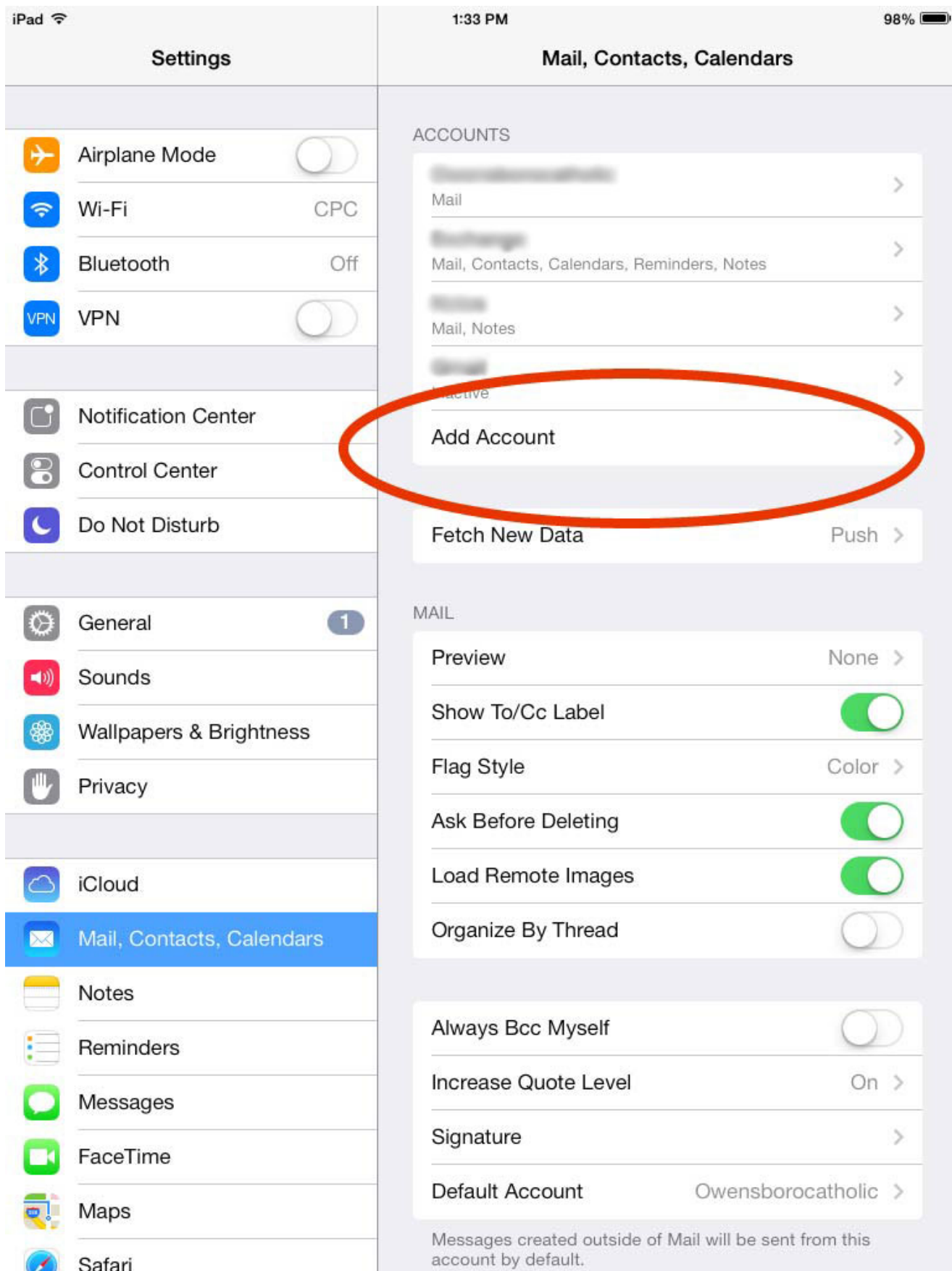
1. Open "Settings" (the exact location of this will vary on each device).



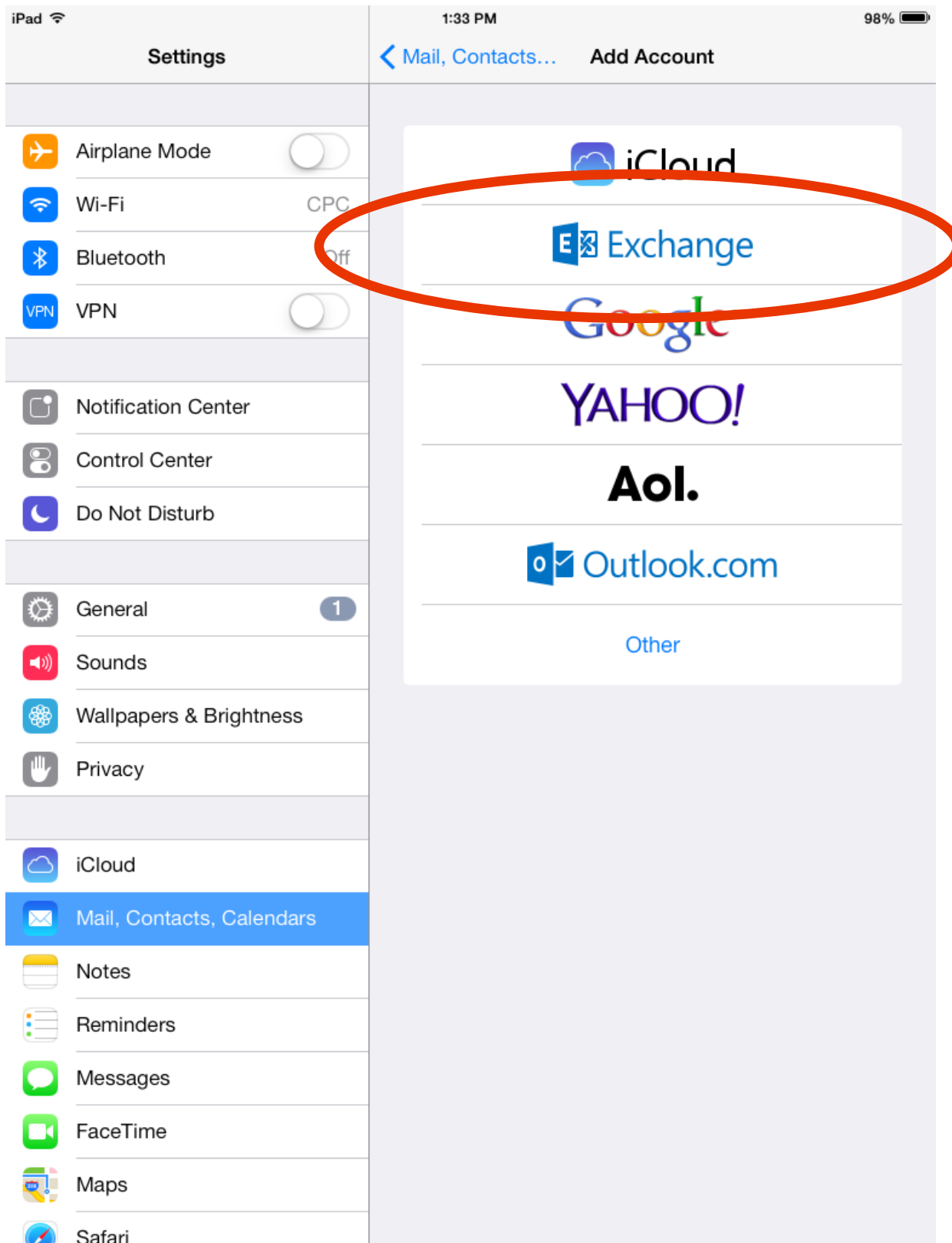
2. Choose "Mail, Contacts, Calendars".



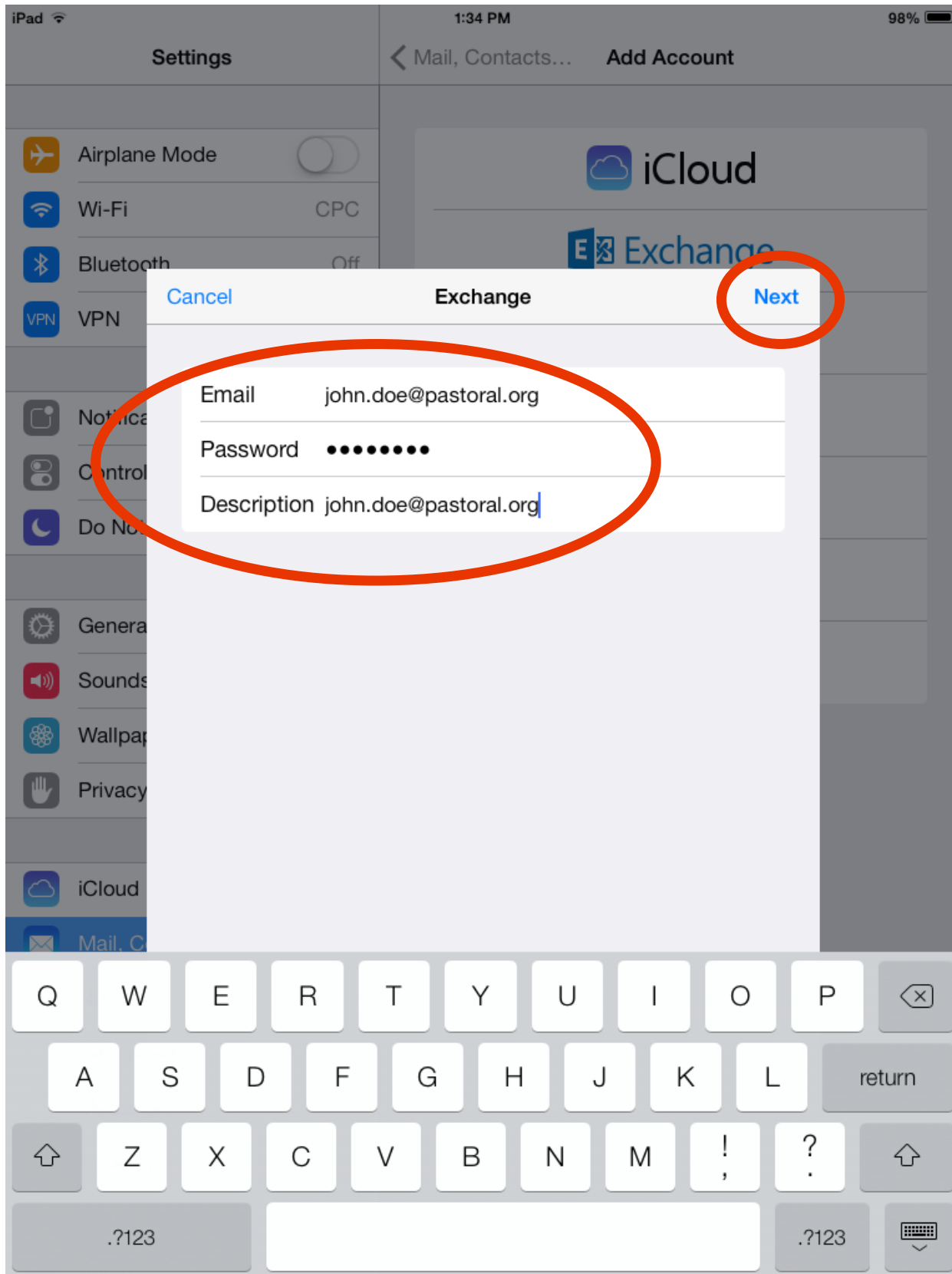
3. Choose "Add Account".



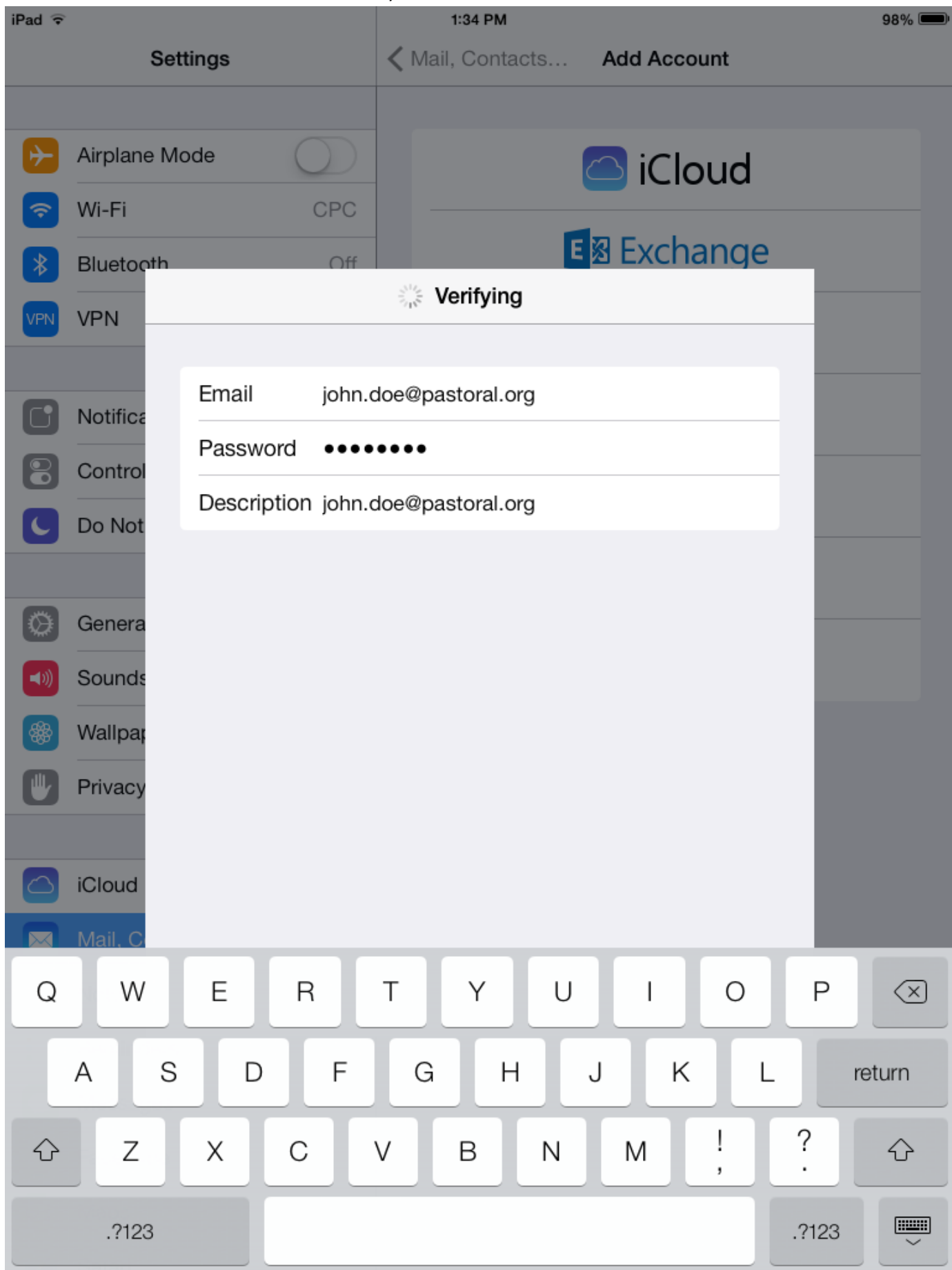
4. Choose "Exchange".



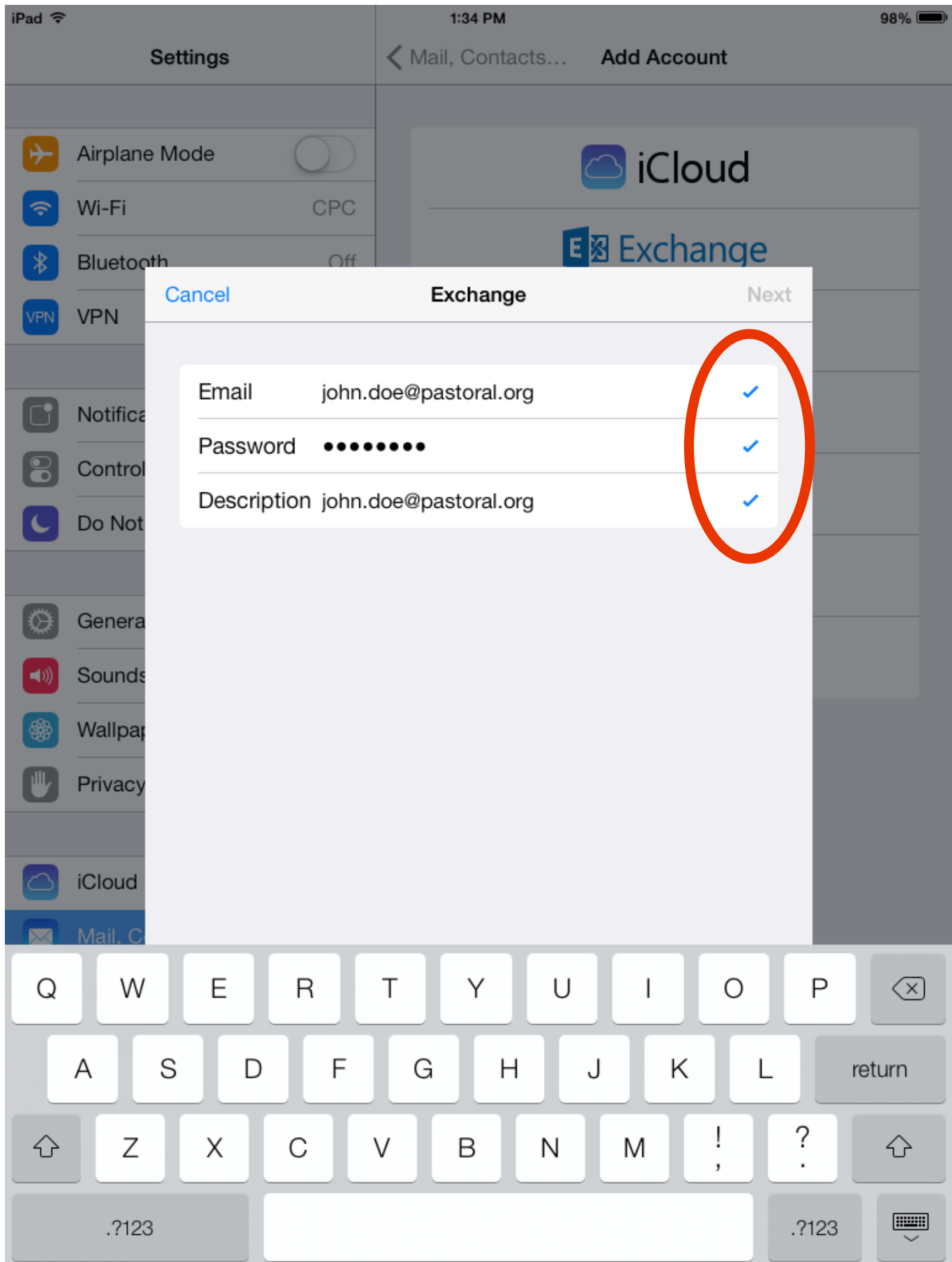
5. Enter your e-mail address (firstname.lastname@pastoral.org), password, and, if desired, change the account description. Then choose next.



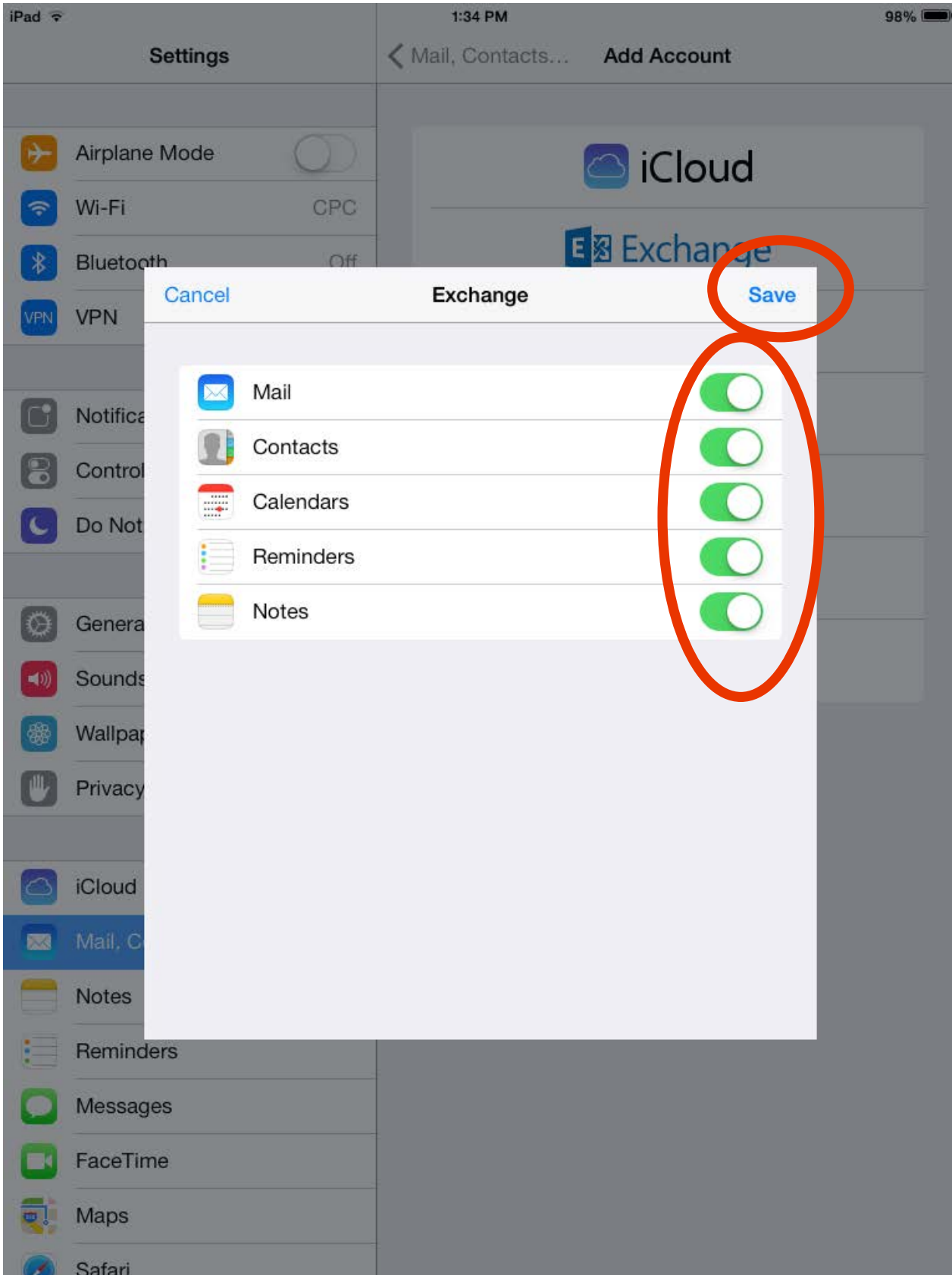
6. The device will take a few moments to verify the account



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.

