

Setting up your Email on a Device

Your very first step should be to make sure you have a data plan so that you can access the internet.

***Teachers may log onto the Wireless Access in our district but please be aware that your Web activity will be monitored through our filter and you might get blocked from certain sites.

Every device will be different! You will either go through the settings on your home page or click on the email to get to the settings to add an account. The icon for settings should either look like a gear or a pair of tools depending on your device.



When the settings page is displayed, you should be able to locate the menu for your email. It usually will say "Email" or "Mail" in the description but it could also say "Accounts".

You May see the words "Add New Account". All of these options depend on what device you have.



The next menu should list the different programs that are available for your device and you need to choose one that is compatible with our email server. If you have an Exchange option always choose this one first. It will have the word "Exchange" in it by itself or with other words. It may also say "Active Sync". These will always be your best choices. If it has the word "Corporate" in it this will be the next best option.

At some time, you should be prompted to key in your information. You may only need to put your whole email address and your email password into the appropriate fields. But if you need the mail server info you will need to put in **mail.pampaisd.net**. If it asks for the domain it is **pampaisd.net**. This is the same info for the incoming and outgoing if that applies to your settings. Port settings are left at defaults.

If the SSL option is there, please check that setting. And accept all prompts that will allow your permission for the Device Administrator to manage your account. This is related only to your district email and will not affect other accounts.

When you have done this correctly and clicked next or okay the sync process should begin and your phone should begin to download your emails located on our email server.

You may also be prompted to choose which items you want to sync onto your device. This is up to you which ones you want to include.