How to Delete iPhone (iOS Device) Outlook Exchange Account

This article explains how to quickly delete an Exchange account on your Apple iPad, iPhone or iPod Touch.

Connect to Wireless Network

- Tap **Settings**

- Scroll down to **Mail, Contacts, Calendars.** The Accounts screen will open.

- On the Accounts screen, tap the Exchange Account you want to remove.

- Scroll down and click Delete Account. A warning window will open.

- On the warning window, click Delete Account to finish.
  You have successfully deleted your Exchange account.

For further assistance, please contact the Technology Support Help Desk at support@scusd.edu
or call us at 916-643-9445.

1/29/2021

How to Connect iPhone (iOS Device) to SCUSD O365 Email – Exchange – Scenario 1 - **iPhones Prior to iPhone 7**

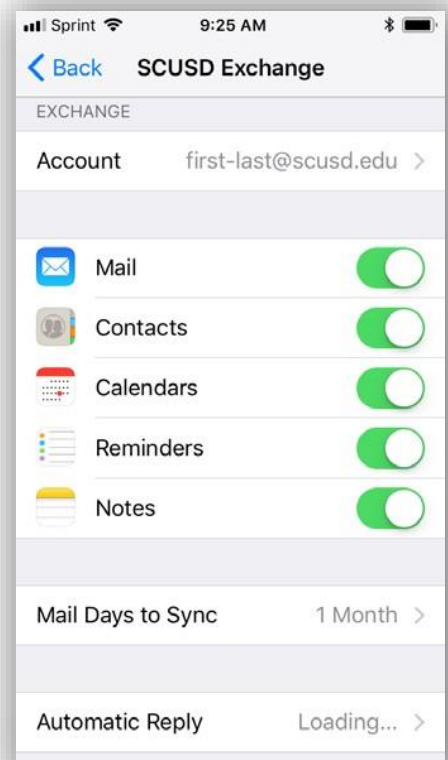This article explains how to quickly create an O365 Exchange account on your Apple iPad, iPhone or iPod Touch.

Connect to Wireless Network

To successfully setup the initial connection of your Apple iOS Mobile Device to the SCUSD Outlook Exchange Server, it is strongly recommended that you first connect to the SCUSD-WLAN wireless network.
Once you have successfully connected to **SCUSD-WLAN**, please follow the directions below.

1. To add an Exchange account to your iOS Device:
   - Tap **Settings**
   - Scroll down to **Mail** Envelope icon
   - Choose **Add Account**
   - Then **Exchange**

2. *Description:* Add personal label, such as "Work Email" (Optional).   Then, select NEXT.

3. *At the Microsoft screen:*
   Sign in using your district username@scusd.edu

4. *Permissions Screen:* Select *ACCEPT*

5. **Verified:** Your exchange account has sucessfully been added.

6. Choose which type(s) of data you would like to synchronize: **Mail**, **Contacts**, and **Calendars** and more. Note that by default, only 3 days' worth of email is synchronized. To synchronize more, go into Settings, then Mail, Contacts, Calendars, select your Exchange account, and tap on Mail days to sync.

   Note: After configuring an Exchange ActiveSync account, all existing contact and calendar information on the iOS Device is overwritten. Additionally, iTunes no longer syncs contacts and calendars with your desktop computer.
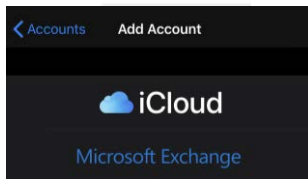
For further assistance, please email the Technology Support Help Desk at support@scusd.edu or call us at 916-643-9445.

2.4.21

How to connect your iPhone (iOS) to SCUSD Microsoft Office 365 Email – Scenario 2 - iPhones 7 and Above

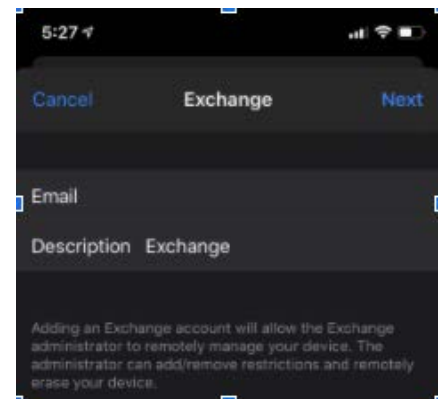This article explains how to quickly add your email account to your iPhone.

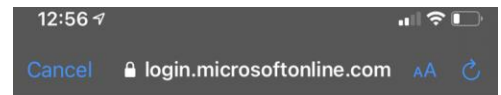1. To add an Exchange account to your iPhone, tap **Settings**,

Mail

2. Tap **Mail,** then **Add Account** , then **Microsoft Exchange.**

Accounts   Add Account

iCloud

Microsoft Exchange

5:27

Cancel   Exchange   Next

Email

Description Exchange

Adding an Exchange account will allow the Exchange administrator to remotely manage your device. The administrator can add/remove restrictions and remotely erase your device.

3. Enter the following information and then tap **Next**
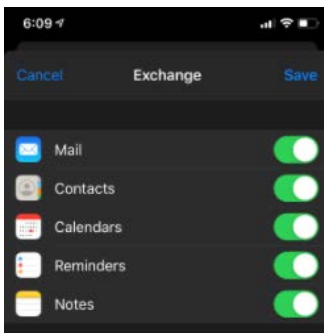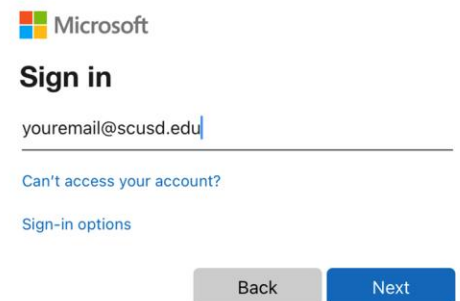
- **Email**: Your SCUSD email address
- **Description**: Exchange is entered automatically (you can change this if you wish).

Sign in to your "scusd.edu" Exchange account using Microsoft?
Your email address will be sent to Microsoft to discover your Exchange account information.

Configure Manually

Sign In

4. When prompted how to sign in to your Exchange account, tap **Sign In**.

12:56

Cancel   🔒 login.microsoftonline.com   AA ↻

Microsoft

Sign in

youremail@scusd.edu

Can't access your account?

Sign-in options

5. Enter your SCUSD Email then tap **Next** followed by your password then tap **Sign in**

Back   Next

6:09

Cancel   Exchange   Save
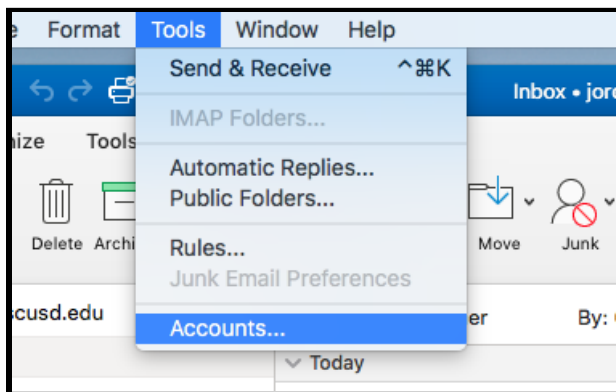
Mail

Contacts

Calendars

Reminders

Notes

6. Turn the options to **ON** for the areas you'd like to sync (Mail, Contacts, Calendars, Reminders, Notes) and then tap **Save**.

For further assistance, please email the Technology Support Help Desk at support@scusd.edu or call us at 916-643-9445.   2/5/21-vf

1. Open the Outlook app and click on Tools, then Accounts.

   a. If you do not see Accounts, or it is grayed out, update the Mac's OS.

2. The "Accounts" dialog box will appear. Select your account from the left-hand side, then click the "-"
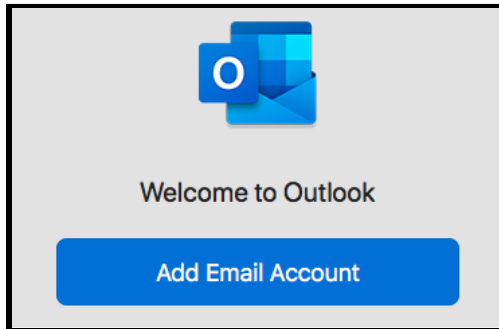
   icon at the bottom.

3. Confirm you want to delete the account.

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support@scusd.edu or call us at 916-643-9445.
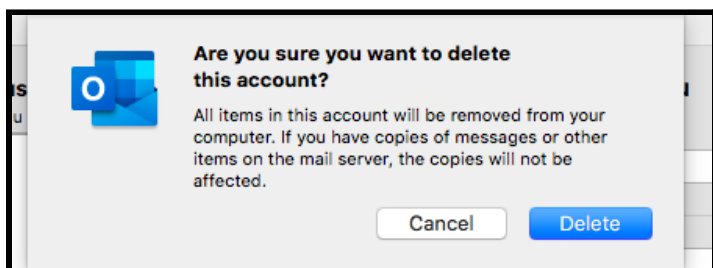
4. If you had additional accounts connected to Outlook, click on the "+" arrow in the Accounts dialog box and add a new account. Otherwise, select the option to "Add Email Account".

5. Enter the address and password for your SCUSD email account.

   a. If you do not remember your password, reach out to the Help Desk at 916-643-9445.

6. Once the account has been added, select "Done" - your email messages and personal folders should begin appearing in the app. It can take several minutes for everything to load and fully sync.

For further assistance, please email the Technology Support Help Desk at support@scusd.edu or call us at 916-643-9445.

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