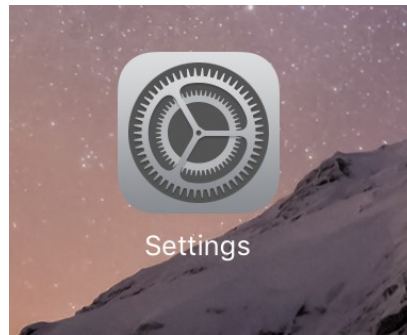
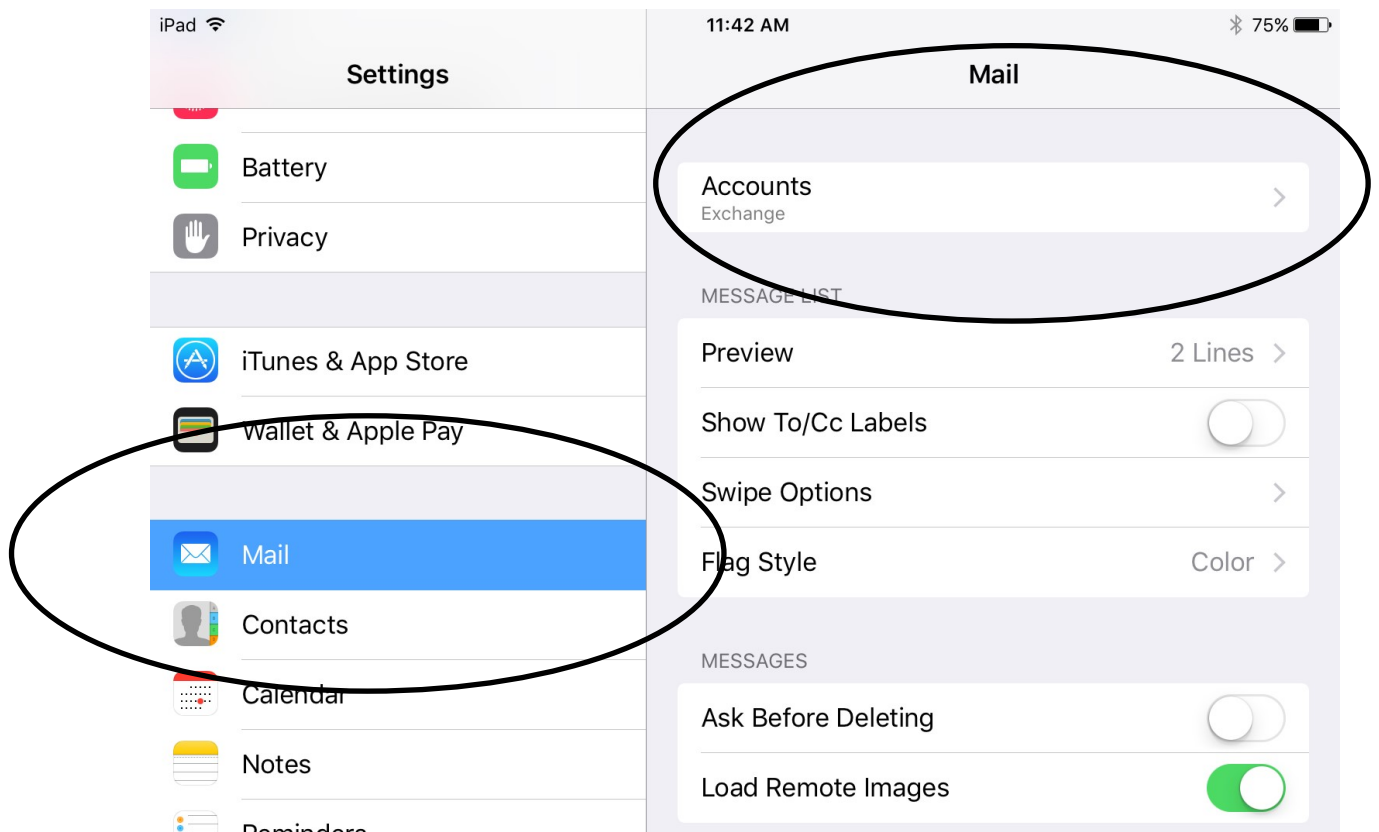


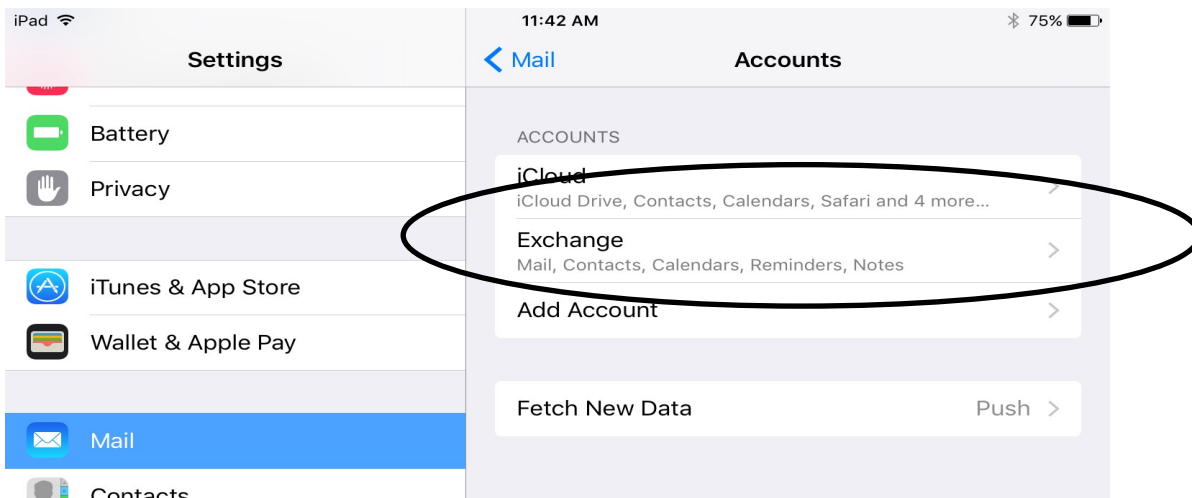
Deleting Your Previous Account:



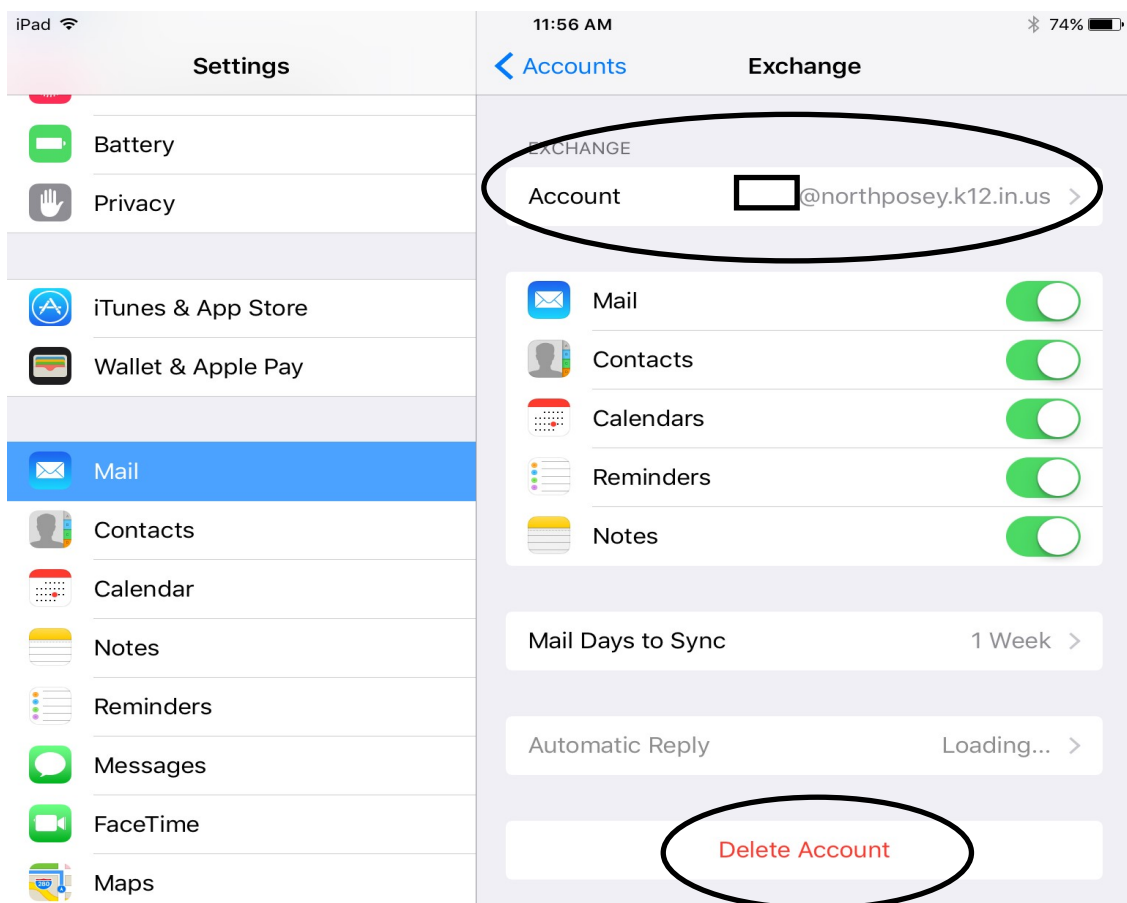
1—Find Settings on your ipad / iphone home screen and tap to open it.



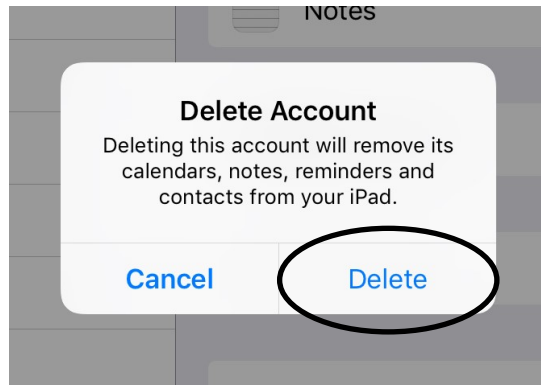
2—Find **Mail** on the Left side of the screen and select it. Then on the right side tap **Accounts** to open it.



3. Tap **Exchange** from the list of accounts.



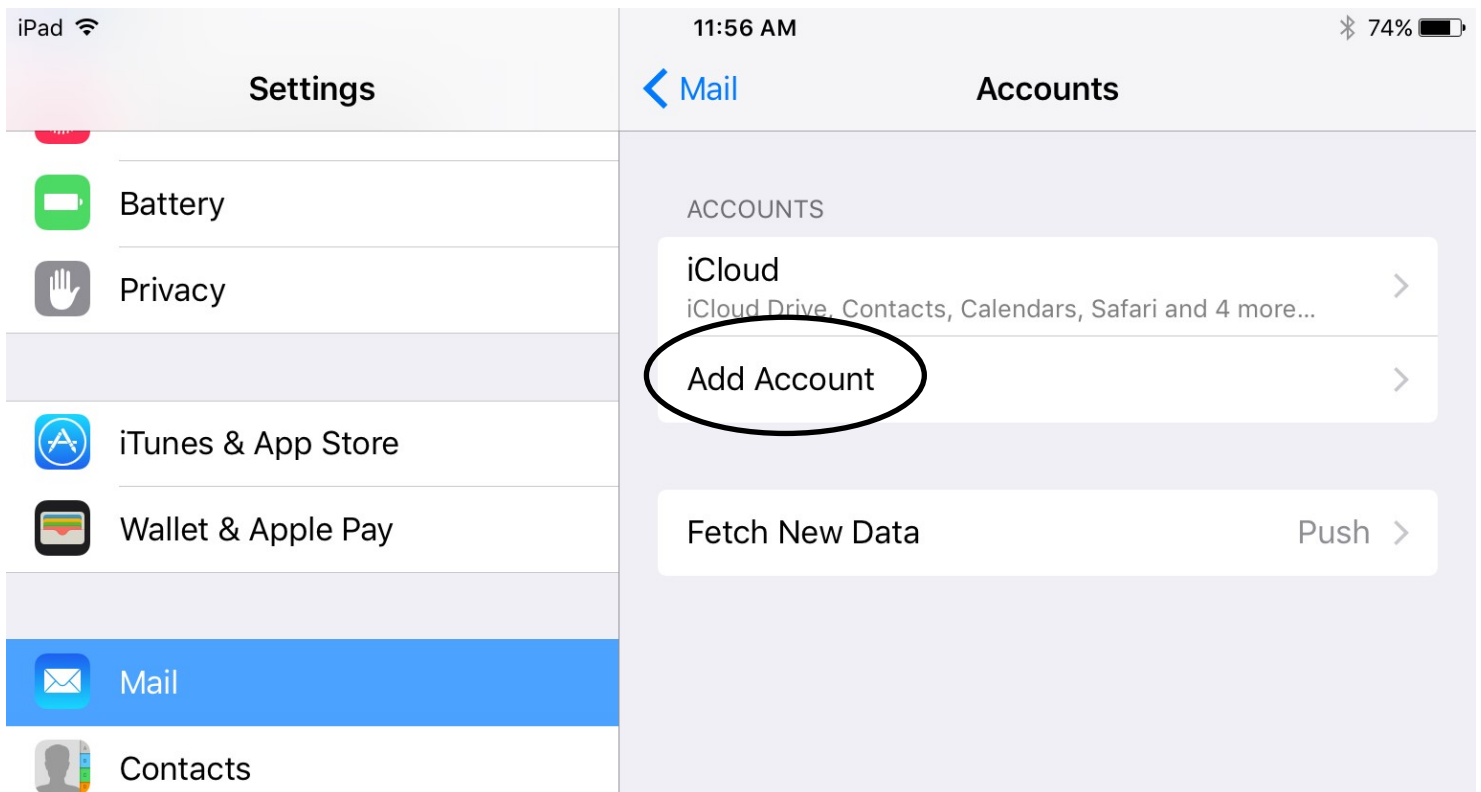
4—**IMPORTANT:** Verify your North Posey Email Address is listed in the Account box at the top right. Tap **Delete Account** if it is listed correctly.



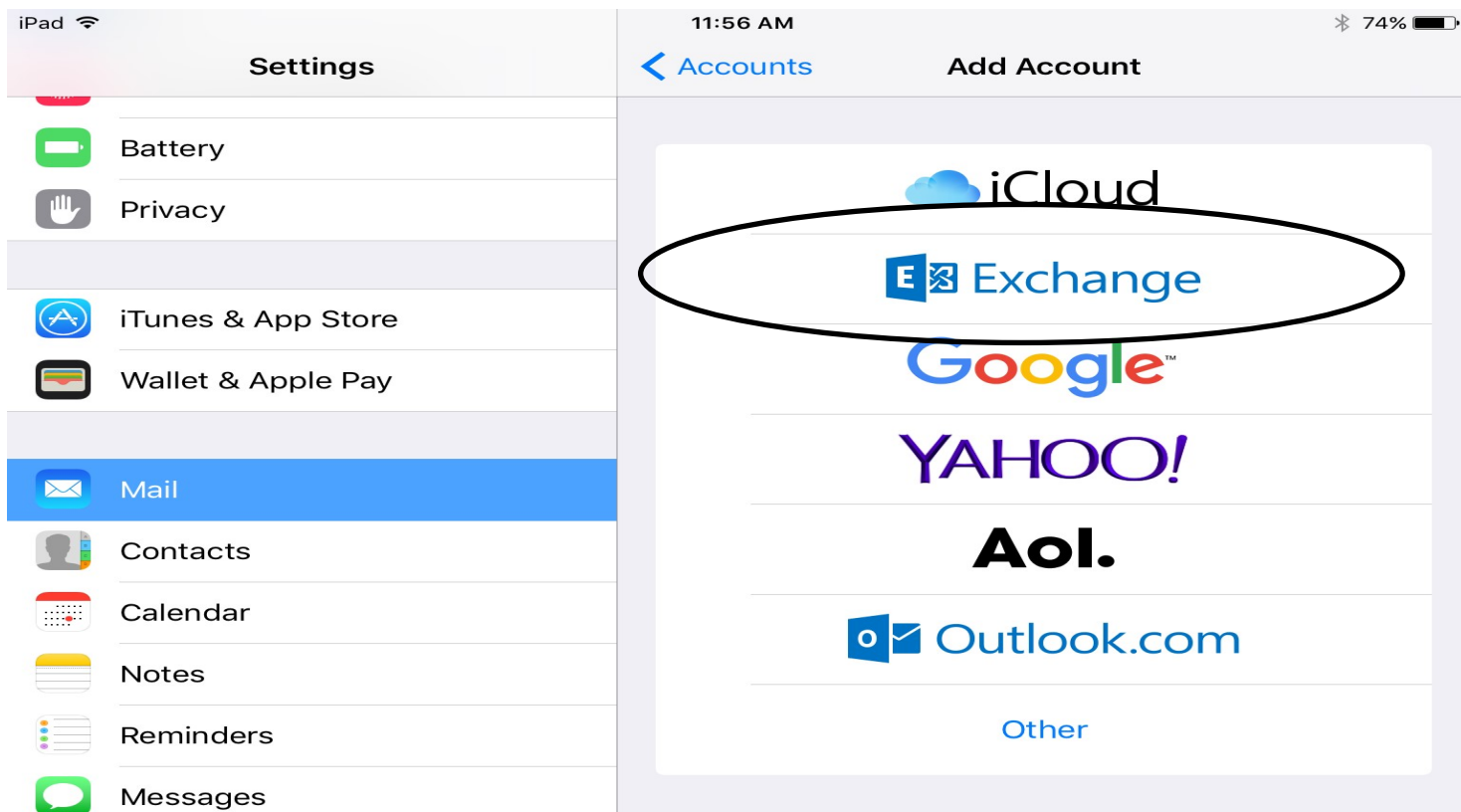
5—Tap **Delete** to Continue

Adding Your New Account:

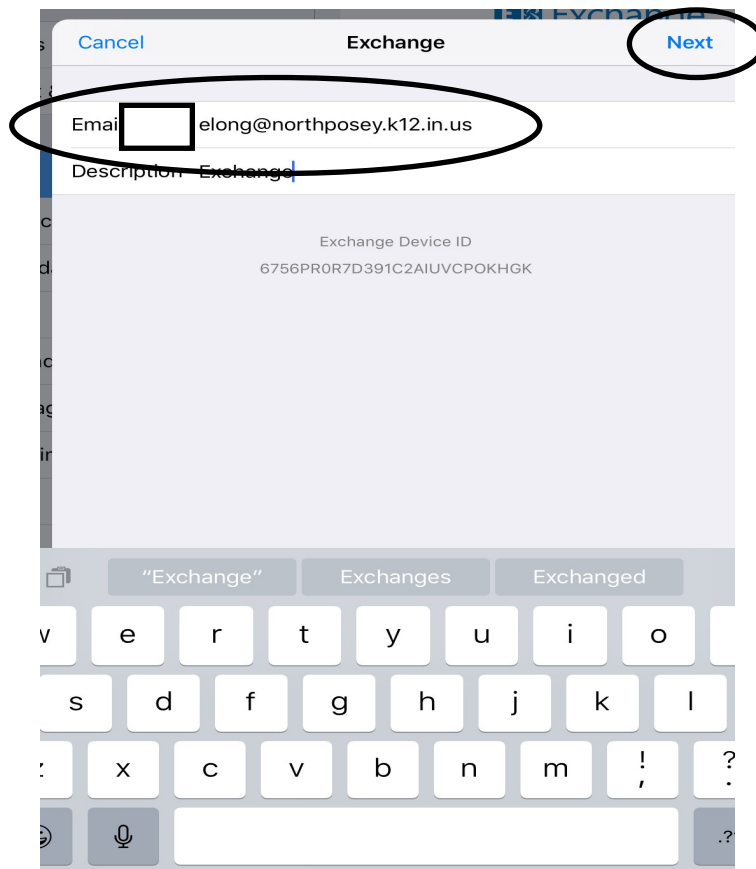
Once you have successfully deleted the old account, you are ready to add your mail account back using the new settings. You should have been returned to the Accounts screen shown below after deleting the old account.



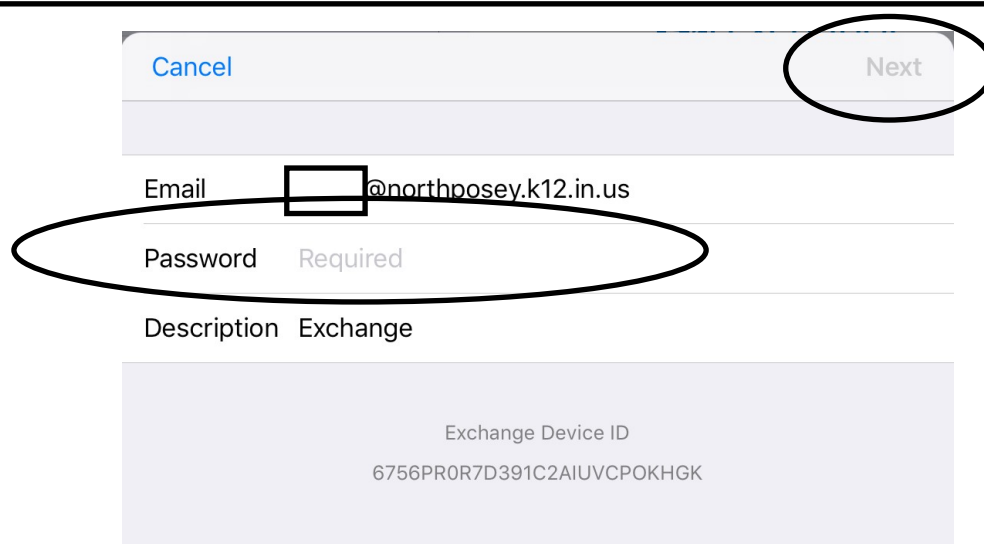
1—Tap **Add Account** to open it.








2— Tap **Exchange** from the list of accounts.



3—Type in your email address in the first box. The second box will automatically fill in Exchange but you can change this to anything you want, such as North Posey Email. Tap **Next** to continue.



4—The box from step 3 will come back with a password field. Type in your password and then tap **Next**.

Cancel	Exchange	Save
	Mail	<input checked="" type="checkbox"/>
	Contacts	<input checked="" type="checkbox"/>
	Calendars	<input checked="" type="checkbox"/>
	Reminders	<input checked="" type="checkbox"/>
	Notes	<input checked="" type="checkbox"/>

5—Select which options you want available on your device and tap Save. Your account has now been added and the items you selected above will begin downloading back into the Mail app.