

Effective immediately, your New London school email must now be accessed from any web browser at this link office.newlondon.org We will also post this link to access your email on the main district webpage www.newlondon.org along with iPhone and iPad email setup instructions.

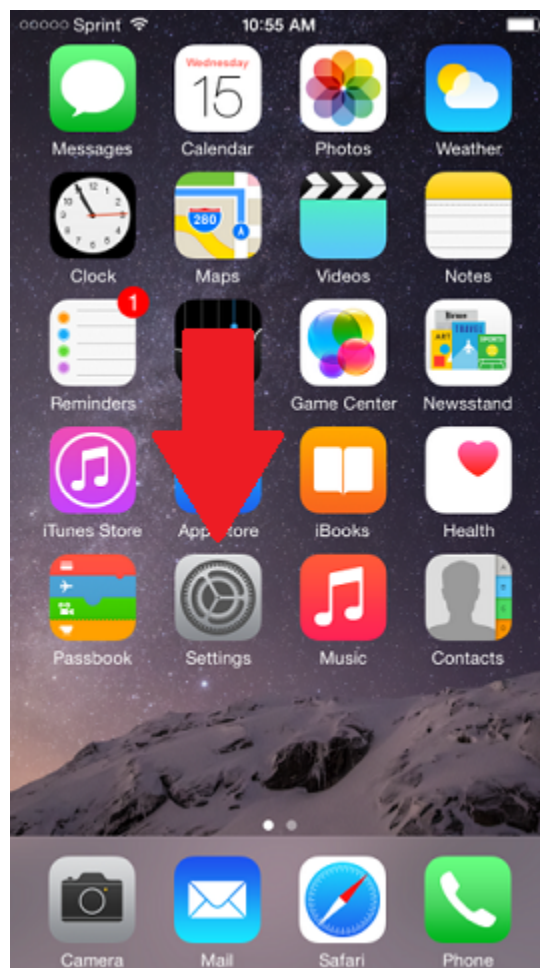
Please DO NOT use mail.newlondon.org any longer. Your login password will be the same until we migrate your desktop computer documents to the Office 365 OneDrive (cloud). When this migration occurs, your password will be changed to your first 6 characters of your last name along with the last 4 of your social security number. **Please update all Bookmarks or Favorites on your computer to the correct email link. Doing so will avoid delays in accessing your email.**

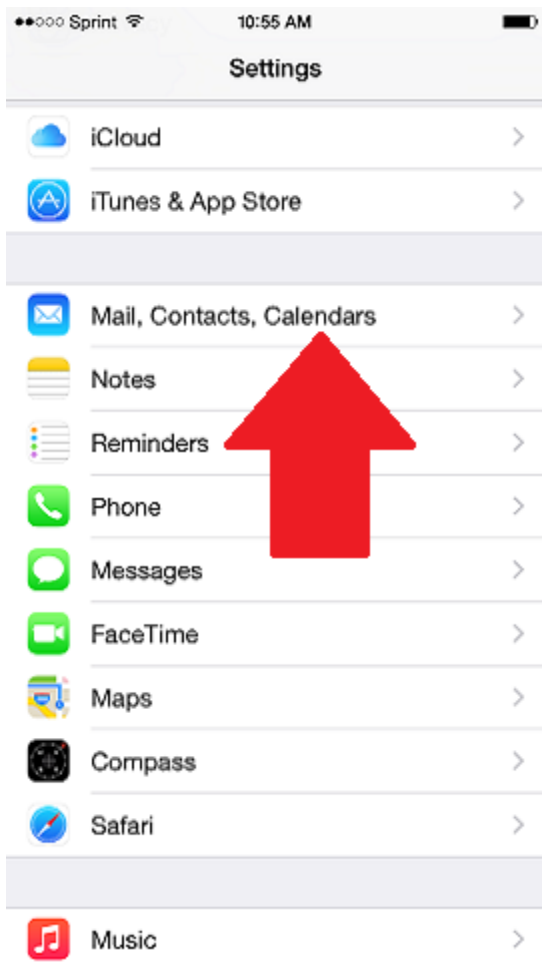
You also need to perform the following procedure on your iPhone or iPad in order to receive your NL Work email.

Should you need any assistance, please direct any questions to webhelpdesk@newlondon.org

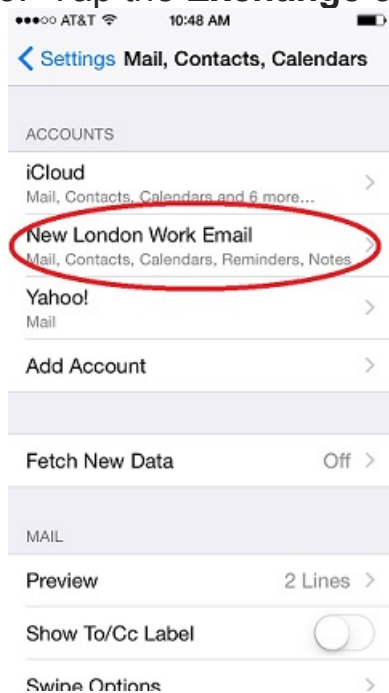
iPad/iPhone Email Configuration **Directions**

1. From the home screen, tap **Settings**.
2. Tap **Mail, Contacts, Calendars**.

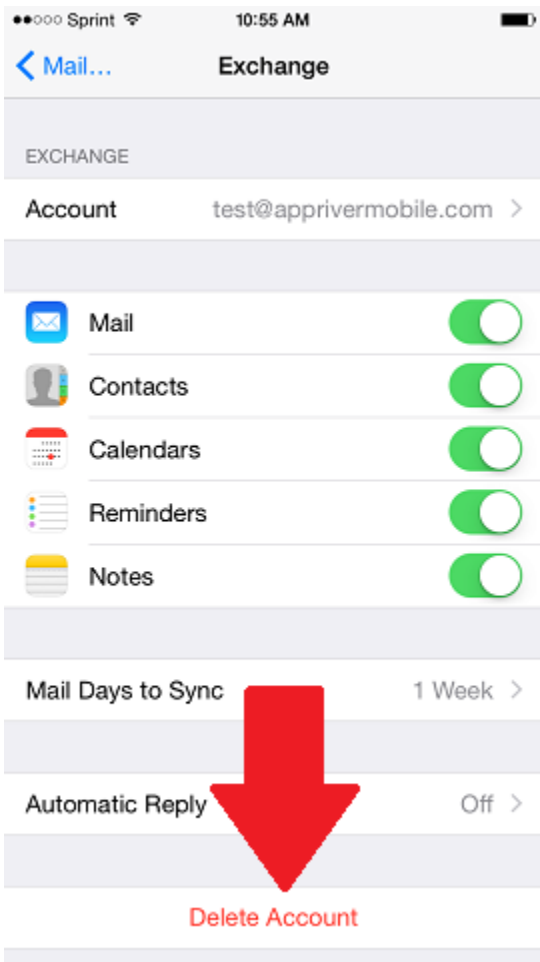




3. Tap the **Exchange** or other email account to remove.

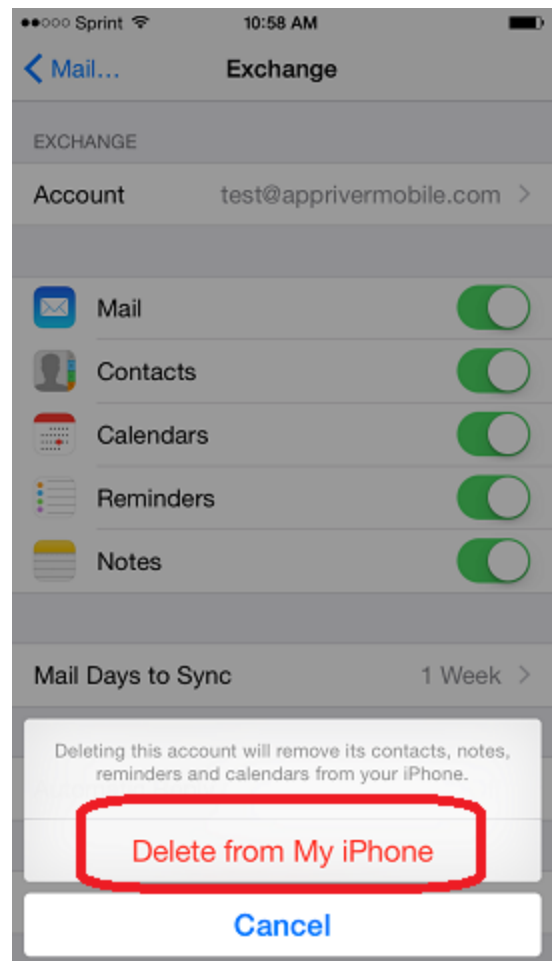


4. Scroll down the screen and tap **Delete Account**.



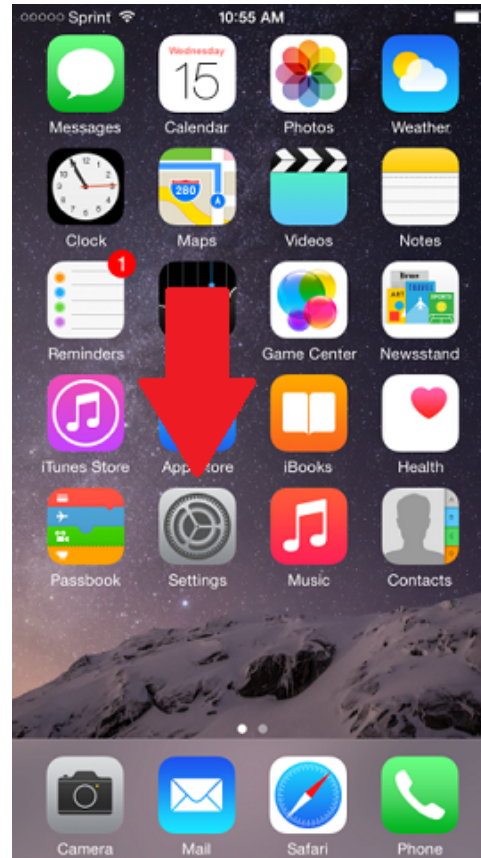
5. Tap **Delete from My iPhone** to confirm. *Note that other types of iOS devices will display similar confirmation notices.*

6. We recommend that you restart the device before reconfiguring your email account. Hold the lock button down and slide the dial right to power off the device. Then power up the device and proceed as shown below.

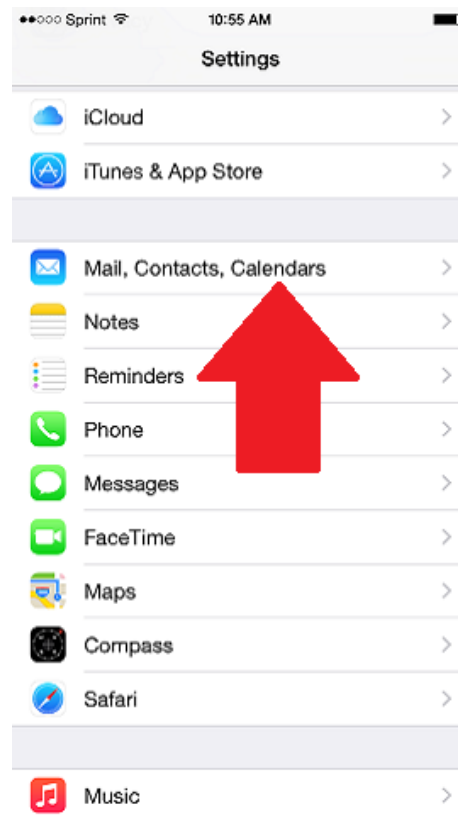


iOS

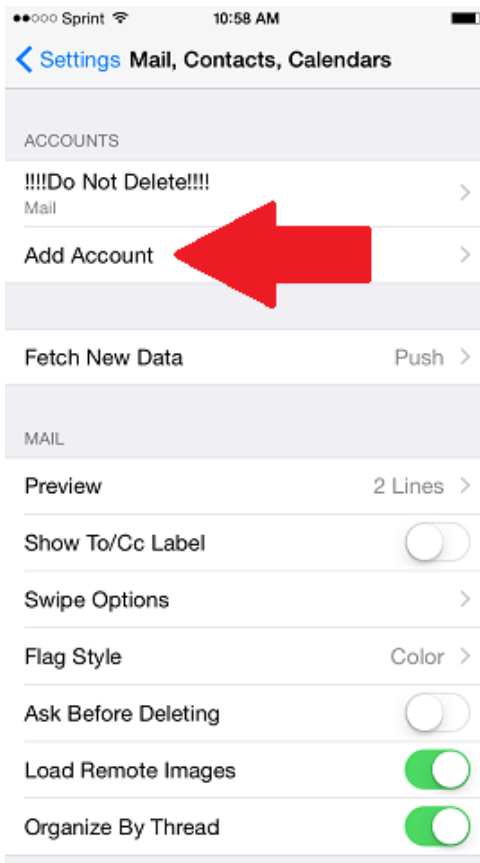
TO ADD BACK THE EMAIL ACCOUNT:



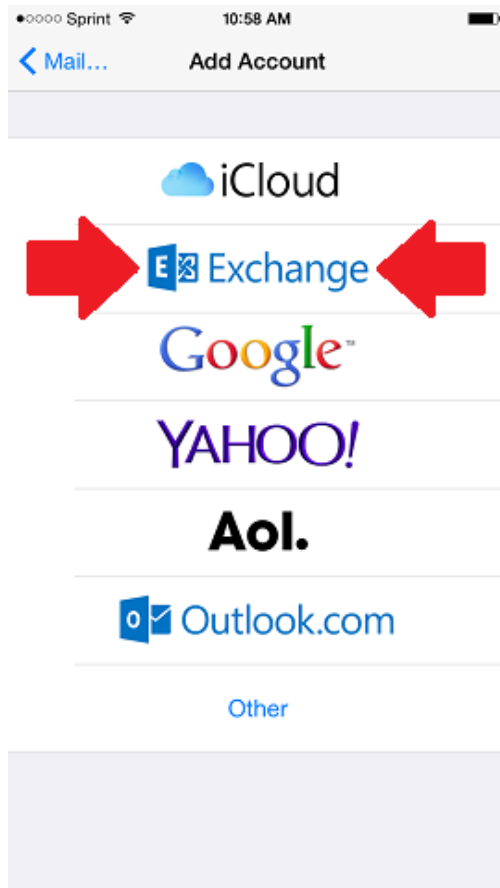
1. From the home screen, tap **Settings**.



2. Tap **Mail, Contacts, Calendars**.



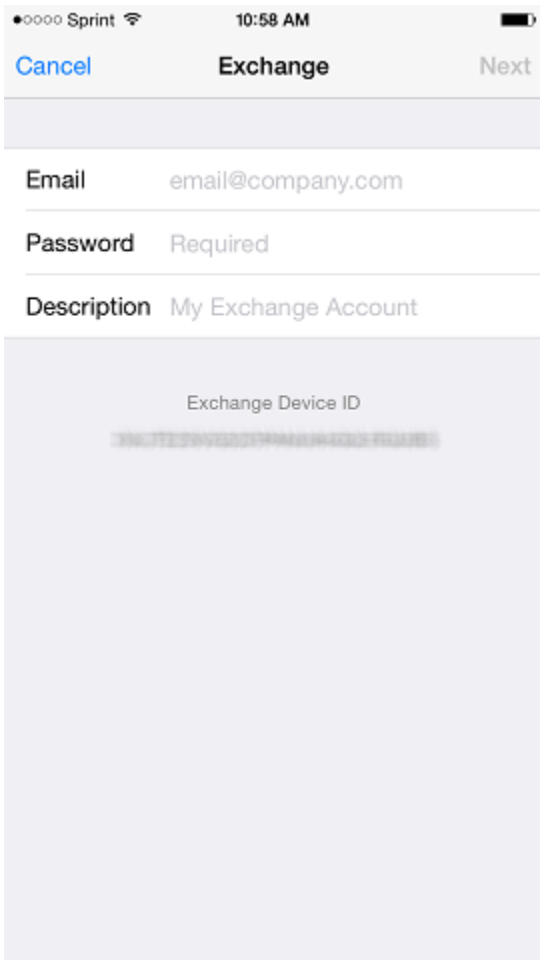
3. Tap **Add Account**.



4. Tap **Exchange**.

5. Type in the Email address, Password, Description (recommend using NLPS Work Email) and tap **Next**.

Note that the description labels the account on the device and is not visible to anyone else.



The screenshot shows the 'Exchange' account setup screen on an iPhone. At the top, there are three buttons: 'Cancel', 'Exchange', and 'Next'. Below the buttons are three input fields: 'Email' with the value 'email@company.com', 'Password' with the value 'Required', and 'Description' with the value 'My Exchange Account'. Below these fields is a section for 'Exchange Device ID' with a blurred placeholder.

6. The device will attempt to complete the account setup automatically. If successful, proceed to Step 8. If the automatic setup fails, click continue and provide the following information:

Email: your username@newlondon.org

Server: *outlook.office365.com*

Domain: Leave Blank

Username: your email address@newlondon.org

Password: your email password (If your password was reset, put new password here.)

7. Choose the Exchange services to synchronize. If prompted, tap **Keep on My iPhone**. Note that other types of iOS devices will display similar confirmation notices. *Tap Save.*



Your account is now added. This will sync Office 365 e-mail and calendar from the cloud.