









ORS Email Setup on iOS Devices

Outlook and iOS Mail App

Our recommended email client for iOS is  Outlook, which can be downloaded for free from the  Self Service app on school-owned devices or the  App Store on personal devices. However, the  iOS Mail App, built in on iOS devices, also has the capability to host ORS mail.

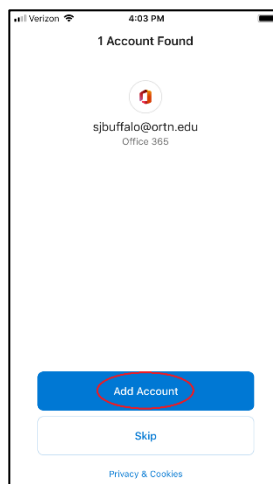
Below are instructions for each option.

Outlook

1. Download the  **Outlook App** from  **Self Service** or the  **App Store**.
2. Launch the  **Outlook App** from the Home Screen.



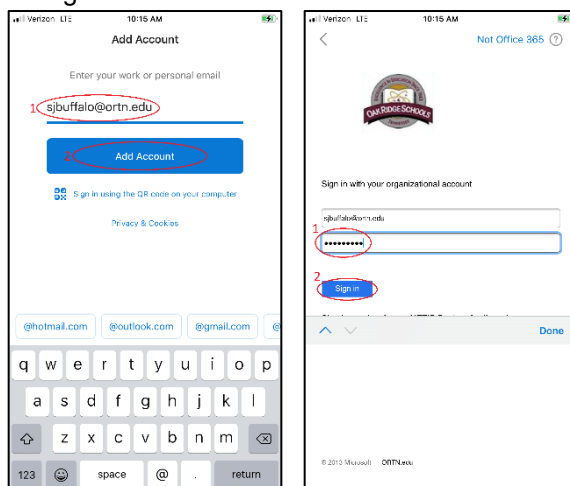
3. If using a **School-Issued Device**, your email address should be automatically populated. Click **Add Account**.



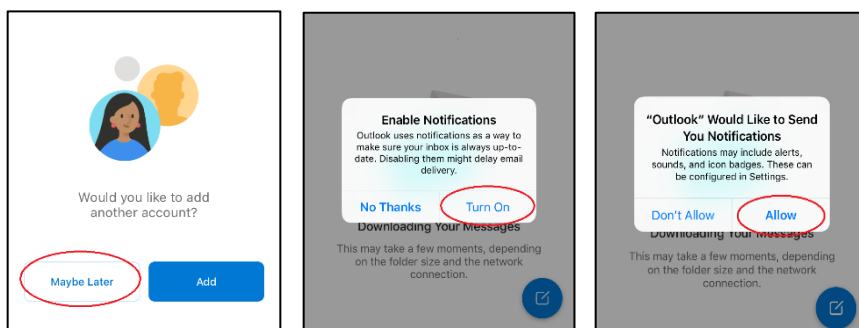
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4. If using a **Personal Device**, enter your email address and click **Add Account**. Enter your password and click Sign In.



5. When asked if you would like to add another account, select **Maybe Later**. When asked to Enable Notifications, click **Turn On**. When asked if Outlook can send you notifications, click **Allow**.




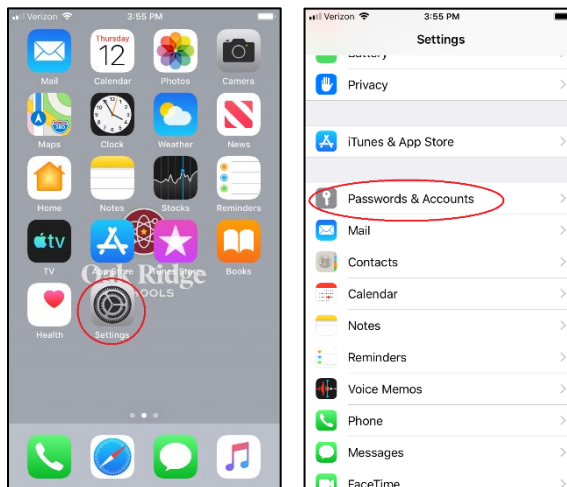
6. That's it! Your ORS email will begin showing after a few minutes.

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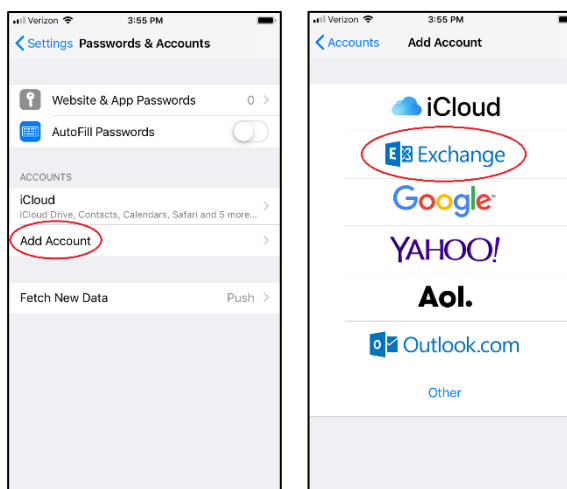
Outlook and iOS Mail App

Mail App for iOS 11 – iOS 13

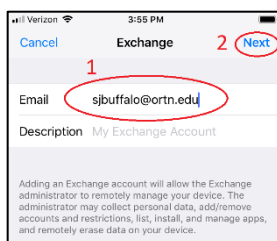
1. Open the  **Settings** app from the Home Screen. Scroll down and click on **Passwords and Accounts**.



2. Click on **Add Account**. Next, click **Exchange**.



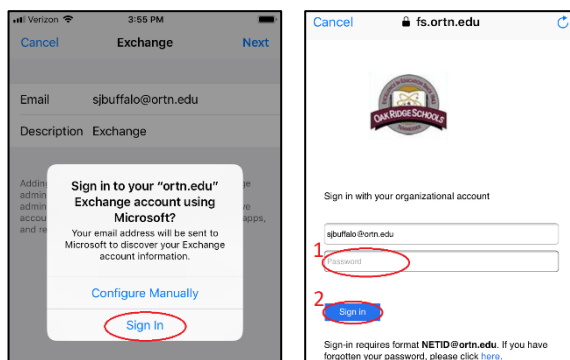
3. Enter your email address, then click **Next**.



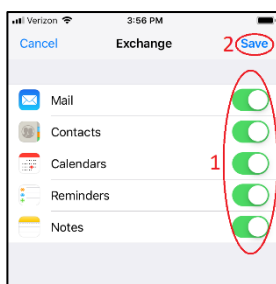
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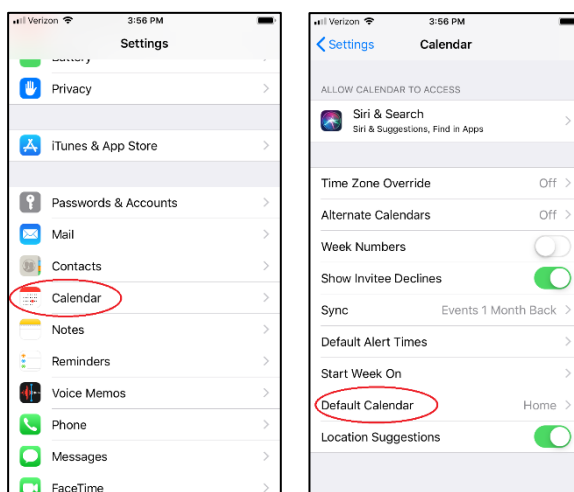
4. Click **Sign in**. Enter your Oak Ridge Schools password, and click **Sign In**.



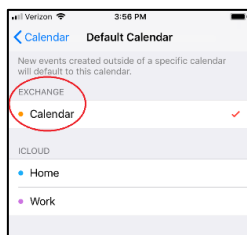
5. Make sure all **toggle switches** are on (green) and click **Save**.



6. In the  **Settings** app, click on **Calendar**. Next, click on **Default Calendar**.




7. Under **Exchange**, click on **Calendar**. That's it! Your ORS email will begin showing after a few minutes.

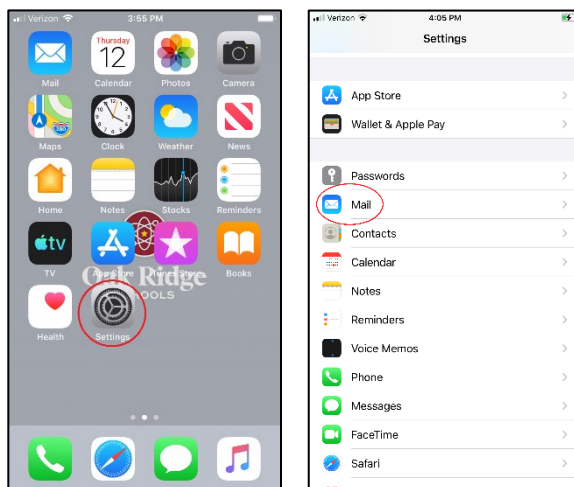


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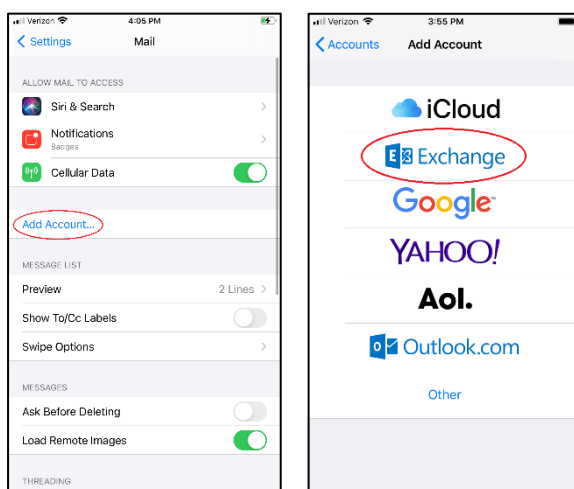
Outlook and iOS Mail App

Mail App for iOS 14

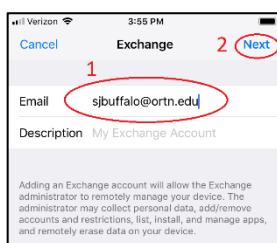
1. Open the  **Settings** app from the Home Screen. Scroll down and click on **Mail**.



2. Click on **Add Account**. Next, click **Exchange**.



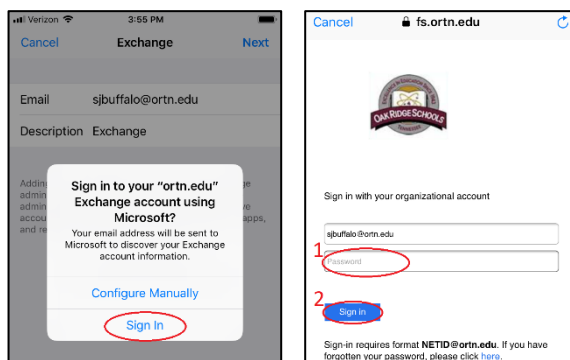
3. Enter your email address, then click **Next**.



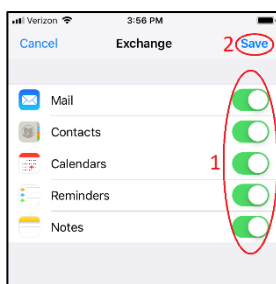
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4. Click **Sign in**. Enter your Oak Ridge Schools password, and click **Sign In**.



5. Make sure all **toggle switches are on (green)** and click **Save**.



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