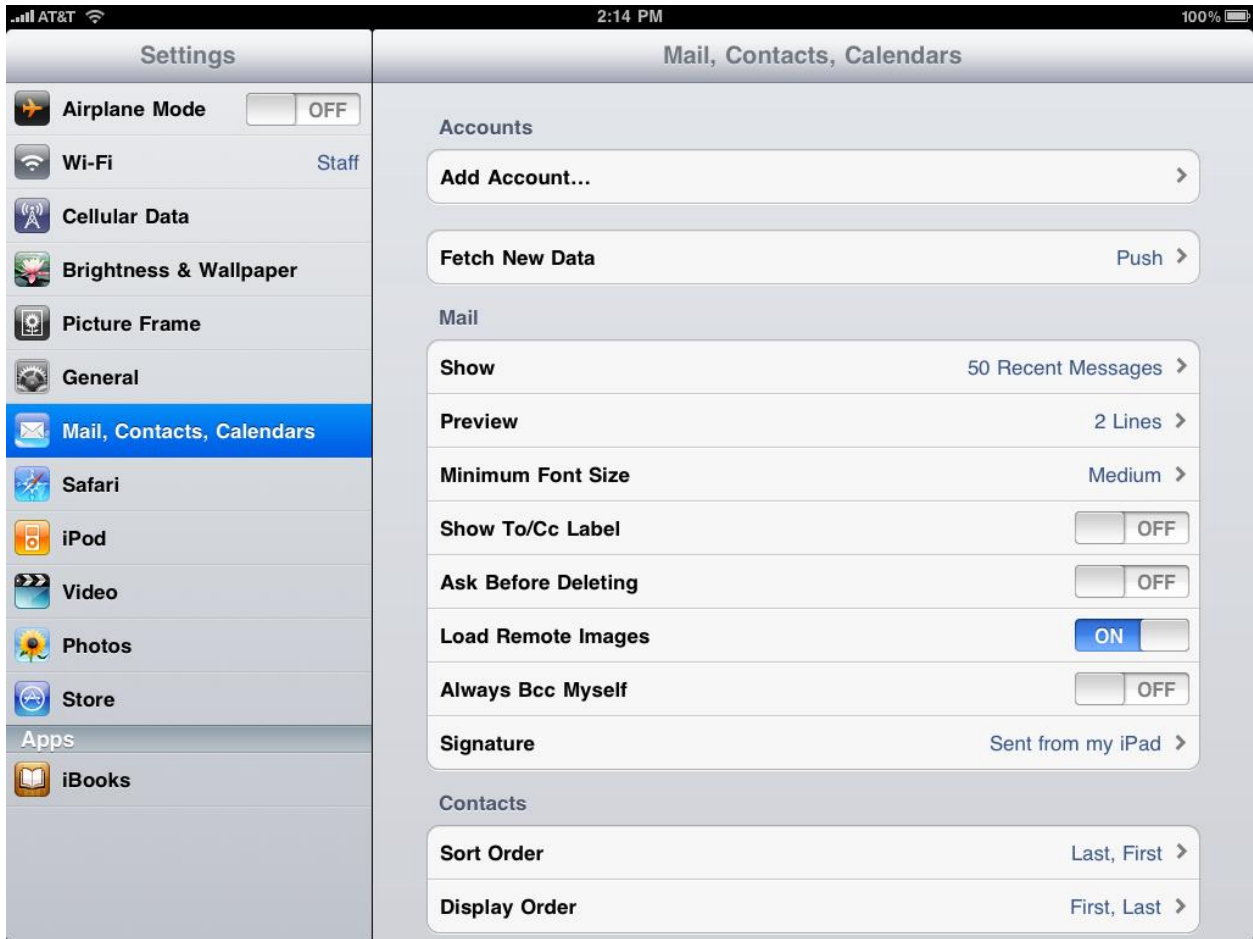
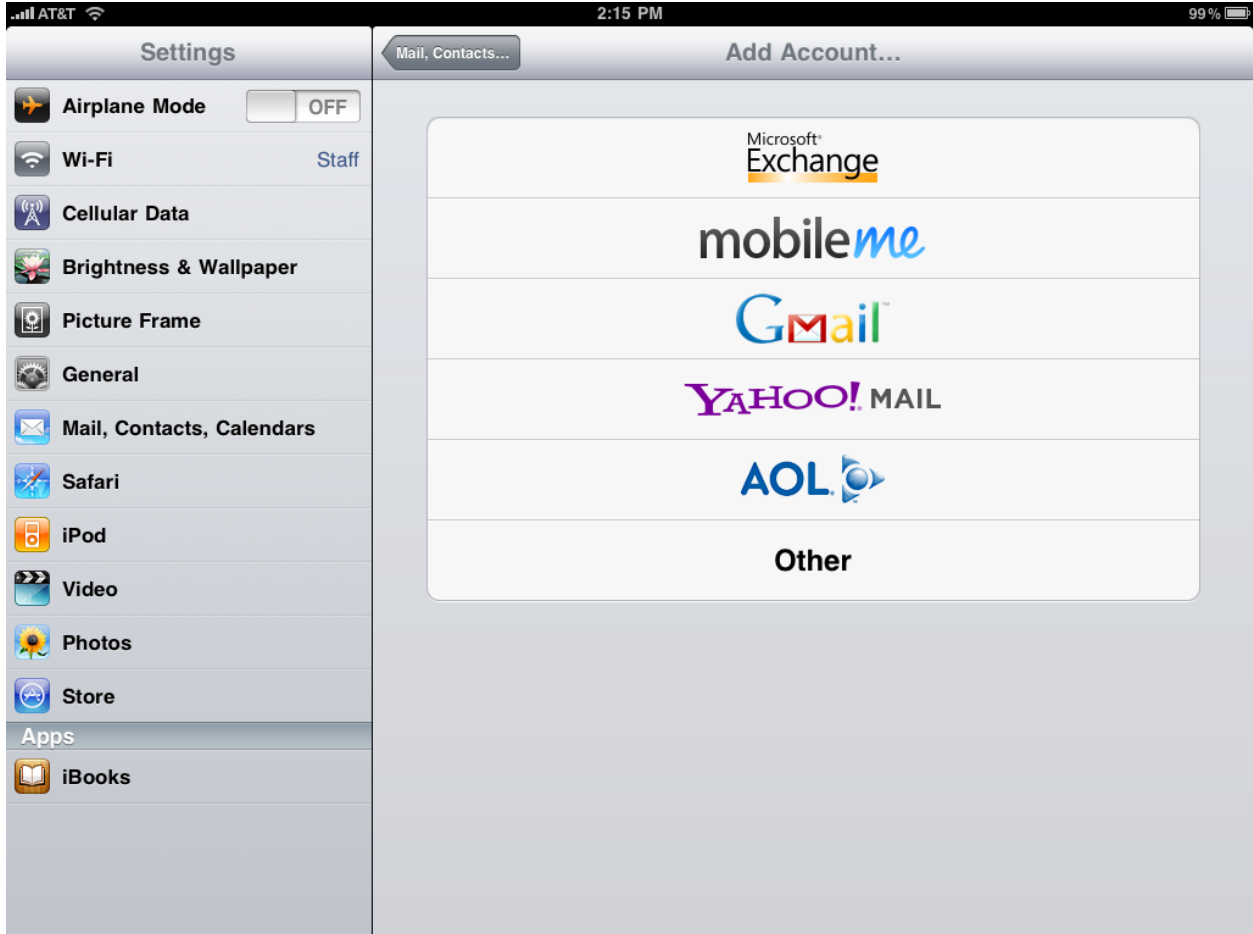


## Setting up your IPAD

Click on the Settings Icon on your screen. Select Mail Contacts Calendar



Add Account and select Microsoft Exchange



Fill in your Email address, the server name, your username and password and description. Where you see Gaucho, replace with your username. Ex: Jsmith

Click on Next and continue with prompts.

