



School Emails & Backing up Your iPad

Setting up your emails

All students have a Microsoft Office365 account for their time at Arnewood School & Sixth Form which includes an email account. When a teacher assigns homework on Firefly to you, you will receive an email to inform you of this.

To setup school emails on your iPad

- Go to **Settings** on your iPad
- Click onto **Accounts & Passwords** on the left hand side
- Click **Add Account** on the right hand side
- Select **Exchange**
- Enter your email address as StudentID@arnewood.hants.sch.uk
- Your StudentID is the 5 numbers you log into the Arnewood computers, ADDS and Firefly with
- Description – You can leave as the default 'Exchange' or rename to 'Arnewood' if preferred
- Click **Next**
- A pop up window will ask you if you want to sign into Microsoft, click **Sign In**
- Enter your username as StudentID@arnewood.net and your school password (the same one you log into the computers, ADDS & Firefly)
- Click **Sign In, Save Password** and finally **Accept**
- You should be taken back to the Exchange screen, please now click **Save**
- You are now able to use the Mail app to send and receive your school emails.

Setting up Backups

- It's important to have apps and documents backed up from an iPad so if your iPad becomes damaged or lost you are still able to retrieve your work and purchased apps from another location. ***We strongly recommend turning on iCloud backups.***
- On the iPad open **Settings**
- Click on the Apple ID right at the top left of the iPad. If you have not signed into the iPad yet, please revert to the 'Creating an Apple ID' instructions first and signing in with your Apple ID in here.
- Once signed in click **iCloud** on the right hand side
- Click **iCloud Backup** and switch backups on by clicking on the slider so it turns green
- Click < **iCloud** at the top of the screen to go to the previous menu
- Please ensure anything you would like backing up is switched on (slider next to the app is green) to make sure it is included in your iCloud backups (including going into **Photos** to make sure **Upload to my photo stream** is on which backs up all photos as soon as an active Wi-Fi connection is present.