
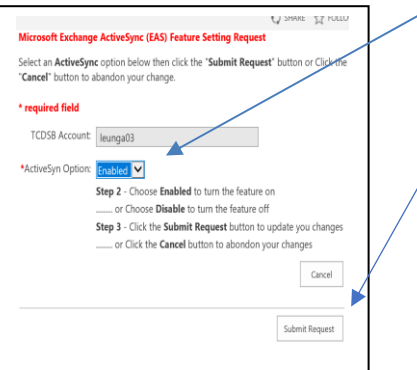



# TCDSB EMAIL ON A PERSONAL DEVICE

Users must complete the following 2 steps in this order for TCDSB email to work on a personal device:




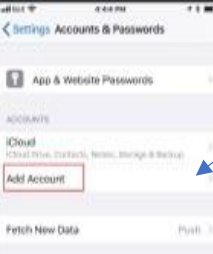
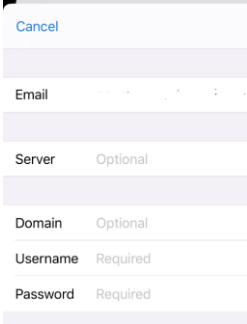
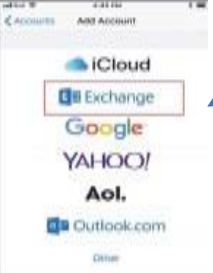
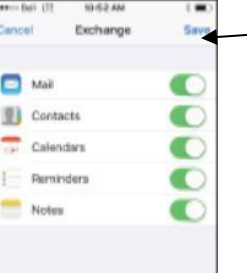

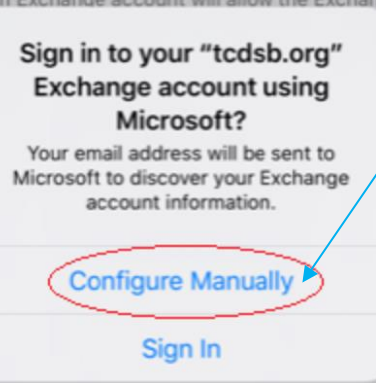
**Step 1: Enable Microsoft Active-Sync (TCDSB website/Parents)**

**Step 2: Setting Up Email on a Personal Device (iPhone/ Android /iPad/Other Tablet)**

<b>STEP 1: ENABLING MICROSOFT ACTIVESYNC (TCDSB Website/Parents)</b>		
<p>1. Go to <a href="https://www.tcdsb.org/FORPARENTS/Pages/default.aspx">https://www.tcdsb.org/FORPARENTS/Pages/default.aspx</a></p>		<p>7. Click <b>'Enable'</b></p> 
<div style="border: 1px solid black; padding: 5px;"> <p><b>Related Links</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Charitable Donations</a></li> <li>• <a href="#">Conflict Resolution H.M. 19</a></li> <li>• <a href="#">Exchange ActiveSync (EAS)</a></li> <li>• <a href="#">Fundraising in Schools S.M. 04</a></li> <li>• <a href="#">Institute for Catholic Education</a></li> <li>• <a href="#">Ministry of Education</a></li> <li>• <a href="#">School Councils: A Guide for Members</a></li> <li>• <a href="#">TCDSB Acceptable Use Policy: Online Rules and Etiquette</a></li> </ul> </div>	<p>2. Under <b>'Related Links'</b>, double click on <b>'Exchange ActiveSync (EAS)'</b></p>	<p>8. Select <b>'Enable'</b></p> <p>9. From the drop down menu: ➤ Click <b>'Submit Request'</b></p> 
	<p>3. Enter Board Network: <b>'Username &amp; Password'</b></p>	<p>10. Please proceed to:</p> <p>➤ <b>Step 2 – Setting up MS Active Sync on a Personal Device</b></p>
<div style="border: 1px solid black; padding: 5px;"> <p><b>Confidentiality Video</b></p> <p>Active Sync - How To</p> <p>Terms And Conditions</p> <p>FAQ</p> </div>	<p>4. On the <b>'Microsoft Active Sync Home Page'</b> please review:</p> <ul style="list-style-type: none"> <li>○ Confidentiality Video</li> <li>○ Term &amp; Conditions</li> </ul>	<p><b>Please Note:</b></p> <ul style="list-style-type: none"> <li>• There is a max of 2 devices per user</li> <li>• Your request will be processed within 24 hours</li> <li>• An email will be sent to your TCDSB CSPC email account</li> <li>• Once you receive your email you may then proceed with the configuration of your personal device (e.g., tablet, phone, ...etc.)</li> <li>• While on the <b>'Microsoft Active Sync Home Page'</b> you may see if your request has been processed. The <b>'Request Status'</b> will show "Yes" if it has been processed. It will give you a date <b>'Microsoft Active Sync Home Page'</b> and time, when this took place.</li> </ul>
<div style="border: 1px solid black; padding: 5px;"> <p>Active Sync Registration</p> </div>	<p>5. On the <b>'Microsoft Active Sync Home Page'</b>:</p> <p>➤ Click on <b>'Active Sync Registration'</b></p>	

**STEP 2: SETTING UP EMAIL ON A PERSONAL DEVICE (iPhone/ Android /iPad/Other Tablet)**

**I. iPhone/iPad**

	<p>1. Go to '<i>Settings</i>'</p>		<p>7. Enter the Network Password ➤ Tap '<i>Next</i>'</p>
	<p>2. Tap on '<i>Accounts &amp; Passwords</i>'</p>		
	<p>3. Tap on '<i>Add Accounts</i>'</p>		<p>8- Email: TCDSB email address Server: <a href="https://mobile.tcdsb.org">https://mobile.tcdsb.org</a> Domain: CEC Username: TCDSB Login ID Password: TCDSB Login ID Password</p>
	<p>4. Tap on '<i>Exchange</i>'</p>		<p>9. Tap <i>Save</i></p>
	<p>5. Enter the <b>CSPC email address</b> (i.e., <a href="mailto:111cspc@tcdsb.org">111cspc@tcdsb.org</a>)  ***111 is the 3 digits of the school code)</p>		
	<p>6. Tap '<i>Configure Manually</i>'</p>		

## II. iOS DEVICE

- Go to '*Settings*'
- '*Accounts & Passwords*'
- '*Add Accounts*'
- '*Microsoft Exchange*'

Field	Enter
<i>Email</i>	TCDSB email address
<i>Username</i>	TCDSB Login ID
<i>Password</i>	TCDSB Login ID password
<i>Domain</i>	CEC
<i>EAS server</i>	<a href="https://mobile.tcdsb.org">https://mobile.tcdsb.org</a>

## III. ANDROID DEVICE

- Go to '*Menu*'
- '*Settings*'
- '*Accounts and Sync*'
- '*Add Account*'
- '*Microsoft Exchange Active Sync*'

Field	Enter
<i>Email</i>	TCDSB email address
<i>Username</i>	TCDSB Login ID
<i>Password</i>	TCDSB Login ID password
<i>Domain</i>	CEC
<i>EAS server</i>	<a href="https://mobile.tcdsb.org">https://mobile.tcdsb.org</a>

### How to contact the TCDSB Service Desk for IT Assistance ?

1. Please call: **(416) 222-8282 ext. 4357 (HELP)**
2. Provide your **TCDSB CSPC PIN CODE**.

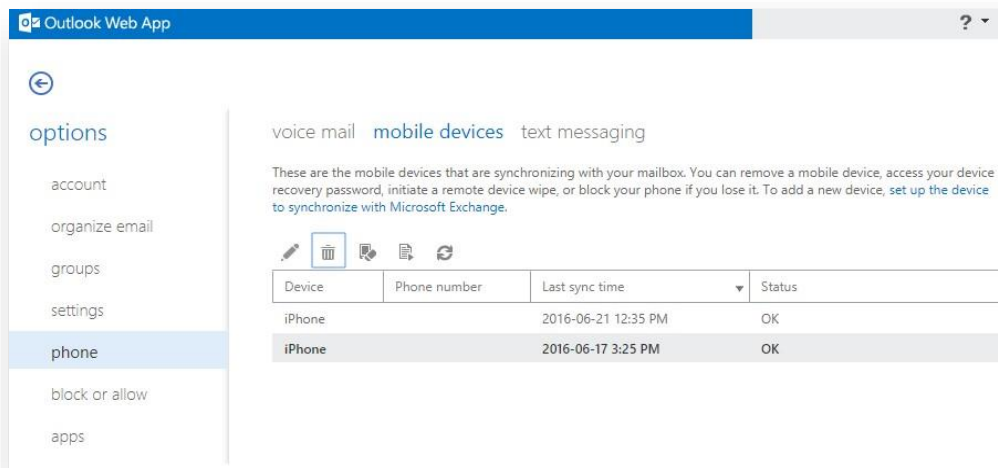
The PIN code is the CSPC Chair's identifier, that must be used when calling, in order to get TCDSB IT related support.  
If you do not have your PIN number, please contact the school principal

## Managing Exchange ActiveSync (EAS)

EAS is a proprietary protocol designed for the synchronization of email, contacts, calendar, tasks, and notes **from a messaging server to a smartphone or other mobile devices**. The protocol also provides mobile device management and policy controls.

### Managing the Connections Linked to Your Personal TCDSB Email Account

To manage your mobile phones using Outlook Web Application (OWA) and view existing EAS connections, please follow the following steps:



1. Login to <https://owa.tcdsb.org>
2. Click on the **gear** icon (top right corner)
3. Click on '**Options**'
4. Click on '**Phone**'
5. Click on '**Mobile Devices**' tab

#### **Please Note:**

1. Only 2 connections (2 devices) are permitted
2. If you change your device to another one, you must first remove the old connection before you can set up a new one. This is done by updating your list of active EAS devices in OWA
3. From this screen you will be able to:
  - View device details
  - Submit a '**Wipe Device**' command, in the event that you have lost your device
  - View current EAS connections/devices
  - View EAS connection/devices' status
  - View latest sync
  - Remove connections/devices

### Yearly Process for all CSPC Chairs

1. Each CSPC **chair at the end of his/her term**, must **remove** his/her devices from OWA.