

HOW TO ADD STUDENT EMAIL

ANDROID

1. Go to **Settings**
2. Tap **Account and Sync**
3. Tap **Add account**
4. Tap **Mail**
5. Tap **Microsoft Exchange ActiveSync**
6. Enter your **Full** Email address in **Both** the **Email &Username** field, tap **Next**
7. Enter Server Address
outlook.office365.com
8. Leave **Domain** blank and tap **Next**
9. Adjust the Exchange ActiveSync Settings
Screen to your liking or simply tap Next
10. Enter an **Account Name** of your choice,
then tap **Finish Setup**

APPLE

1. Go to **Settings** and tap **Mail, Contacts, Calendar**
2. Tap **Add Account**
3. Tap **Microsoft Exchange**
4. Enter your **Full** Email address in **Both** the **Email &Username** field
5. Leave **Domain** blank
6. Enter your **Password** in the password field
7. Enter a **Description** of your choice, then tap **Next**
8. Only If server is **Blank**, enter ,
outlook.office365.com, then click **Next**
then click **Save**