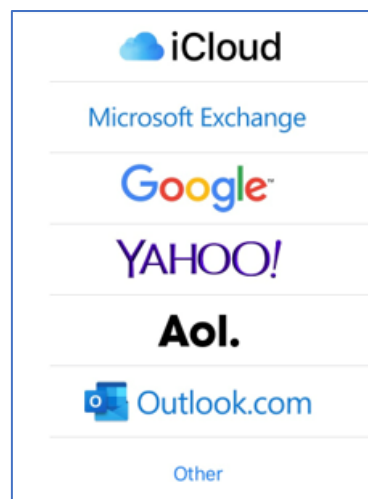


Email Settings – Mobile Device (Staff and Students)

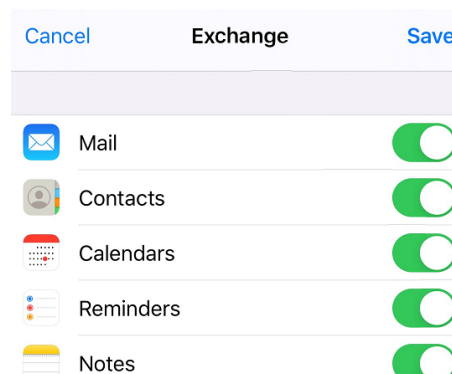
To setup your email on your mobile device, you need to ensure you use the following configuration/settings.

NOTE: Depending on whether you use iOS or Android, the actual look and feel on the config may differ slightly, but the process is generally the same.

- Use **Microsoft Exchange** – When adding an email account, it will first ask you to choose the type of accounts. Make sure you use Microsoft Exchange, and **NOT** Outlook.com



- When you have made the selection, enter the following when requested:
 Email Address – Your email address
 Description – Name the account something identifiable
- You will then be asked how you wish to configure the account. Choose 'Office 365'
- Once the account has been verified, enter your school password
- Once varication is complete, you will see the following options:



- Choose/Click the slider for what you want/don't want to sync to your phone, and save the settings

Depending on the size of your mailbox, it may take a while for all mail to appear on the device. If you go to the email account config in the settings app, you will be able to change the amount of mail to sync, usually from 1 day to 1 month or no limit at all.