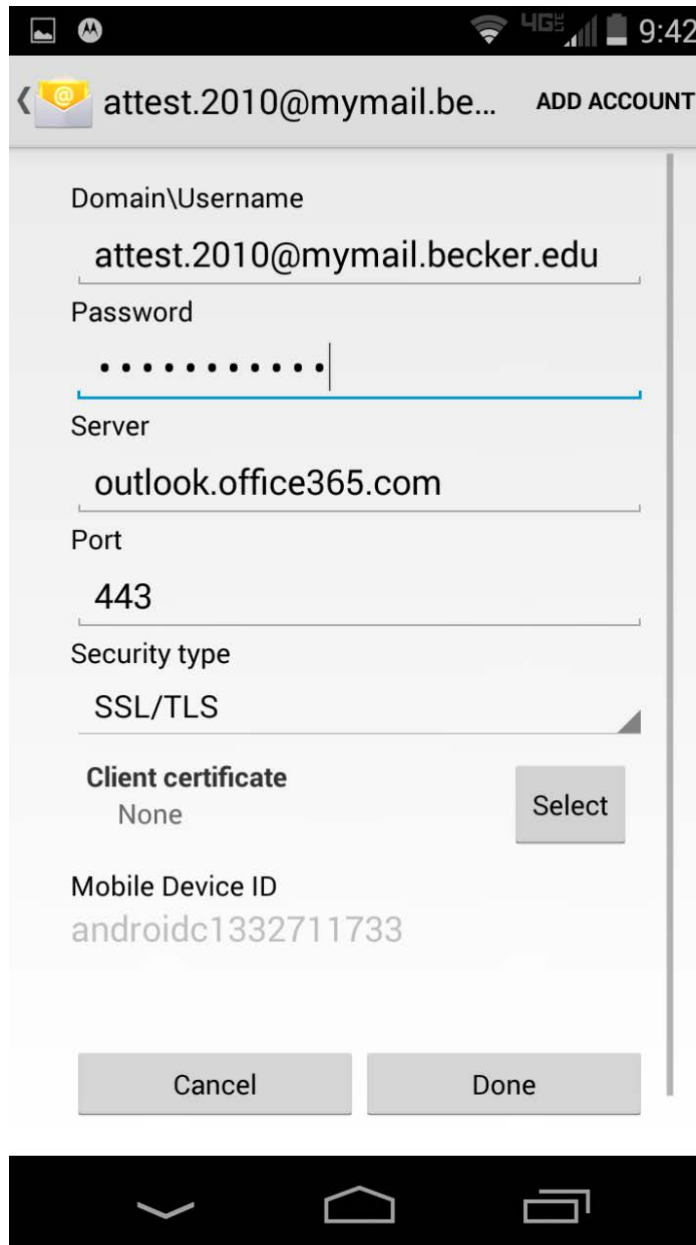


Set Up Your College E-Mail on an Android Device

These instructions are written for first time email account set up. If you have an email account set up on your device the settings information is the same but the steps you take will be slightly altered.

1. From the **Applications** menu, select **Email**. This application may be named **Mail** on some versions of Android.
2. Type your full e-mail address, for example attest.2010@mymail.becker.edu, and your password, and then select **Next**.
3. Select **Exchange account**. This option may be named Exchange ActiveSync on some versions of Android.
4. Enter the following information:
 - Domain\Username = Your email address
 - Password = Your Password
 - Exchange Server = outlook.office365.com



The screenshot shows the 'Add Account' screen for an Exchange account. The fields are filled with the following information:

- Domain\Username: attest.2010@mymail.becker.edu
- Password: [masked]
- Server: outlook.office365.com
- Port: 443
- Security type: SSL/TLS
- Client certificate: None (with a 'Select' button)
- Mobile Device ID: androidc1332711733

At the bottom, there are 'Cancel' and 'Done' buttons.

5. As soon as your phone verifies the server settings, the **Account Options** screen displays. The options available depend on the version of Android on your device.
6. Select **Next** and then type a name for this account and the name you want displayed when you send e-mail to others. Select **Done** to complete the e-mail setup and start using your account.

Set Up Your College E-Mail on an Apple Device

These instructions are written for first time email account set up. If you have an email account set up on your device the settings information is the same but the steps you take will be slightly altered.

1. Tap **Settings** > **Mail, Contacts, Calendars** > **Add Account**.
2. Tap **Microsoft Exchange**.
3. You don't need to enter anything in the **Domain** box. Enter the information requested in the **Email**, **Username**, and **Password** boxes. You need to enter your full e-mail address in the **Email** and **Username** boxes (for example, attest.2015@mymail.becker.edu).
4. Tap **Next** on the upper-right corner of the screen. Your iPhone will try to find the settings it needs to set up your account – this will not find the settings.
5. In the **Server** box, enter outlook.office365.com, and then tap **Next**.

●●○○ Verizon LTE 9:08 PM 61%

Cancel Exchange Done

Email attest.2015@mymail.becker.edu

Server outlook.office365.com

Domain Optional

Username attest.2015@mymail.becker.edu

Password ●●●●●●●●●●

Description Becker Student

Advanced Settings >

6. Choose the type of information you want to synchronize between your account and your device, and then touch **Save**. By default, Mail, Contacts, and Calendar information are synchronized.