

## To Set Up College Email on an iPhone, iPad, or iPod Touch:

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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. If your e-mail address is *johnlogan@jalc.edu*, your **Username** would also be *johnlogan@jalc.edu*.
4. Tap **Next** on the upper-right corner of the screen. Your device will try to find the settings it needs to set up your account.
5. If your iPhone can't find your settings, in the **Server** box enter: ***outlook.office365.com***
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.
7. If you're prompted to create a passcode, tap Continue and enter a numeric passcode. If you don't set up a passcode, you can't view your e-mail account on your iPhone. You can set up a passcode later in iPhone Settings.