**Student Email Setup for iPhone**

**\*\*\*Please turn off Wi-Fi before adding an account\*\*\***

**Add your Exchange account**

Tap Settings > Mail > Add Account > Exchange.

**Enter your information**

Enter your **full email address** for **both** Email and Username sections and your password. You can also enter an account description.

**Connect to the Exchange Server**

Your iOS device will try to find your Exchange Server. You might have to enter additional server information. If your iPhone can’t find your settings, you’ll need to manually look up your Exchange ActiveSync server name. It should be **outlook.office365.com**.

**Sync your content**

You can sync Mail, Contacts, Calendars, Reminders, and Notes. When you're finished, tap Save.

**Edit your Exchange settings**

Tap Settings > Mail, and select your Exchange account, then tap Account Info. You can also go here to set up automatic out-of-office replies and change how often you want Mail to sync. By default, Mail will sync every seven days.

**Student Email Setup for Android**

**\*\*\*Please turn off Wi-Fi before adding an account\*\*\***

Our Exchange server no longer supports setting up an email in the built-in Mail app for Android, however, Google and Microsoft both have ways of setting this up. Both methods are provided below.

**Gmail**

1. Install/Open the Gmail app > Settings > Add account > Exchange and Office 365.
2. Enter your email address and password.
3. Accept any messages about allowing remote administration access or configuration.
4. Once you see the completion page, you can name the account.
5. Reopen the Gmail app and go to the menu. Depending on if you have multiple accounts on the device, you will see an option for switching between email accounts.

**Outlook**

1. Install/Open the Outlook app > Settings > Add Account > Add Email Account
2. Enter your email address and password.
3. Accept and messages for allowing access to calendar, contacts, etc.
4. Your account is now on the Outlook app and should sync within a few minutes.

Well done! If you are unable to setup your email or would like additional information, please contact the IT Helpdesk at (870) 235-4083 or [helpdesk@saumag.edu](mailto:helpdesk@saumag.edu). We are also located in Dolph Camp 108 across the street from the Bruce Center. Our working hours are 8:00-12:00 and 1:00-5:00 Mon. - Fri. in fall and spring and 7:00-12:00 and 12:30-5:30 Mon. - Thurs. during summer.

* [Set Up POP or IMAP E-Mail on a Samsung BlackJack](http://help.outlook.com/en-us/140/Cc875938.aspx)
* [Set Up POP or IMAP E-Mail on a Samsung BlackJack II](http://help.outlook.com/en-us/140/Cc825468.aspx)