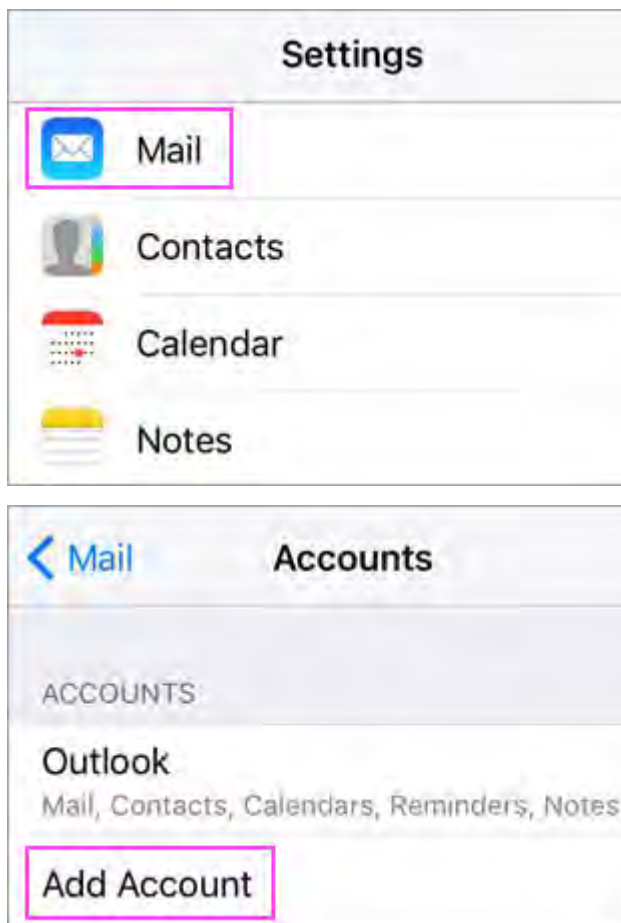


Configuring Office 365 for a Smart Phone

iPhone:

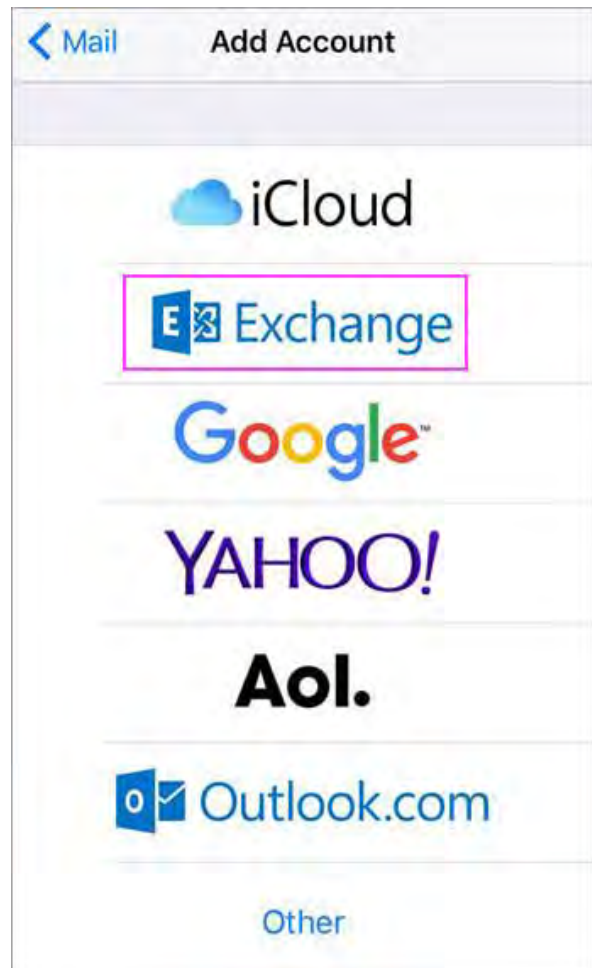
STEP 1:

Go to your device's **Settings**, scroll down and tap **Mail > Accounts > Add Account**.



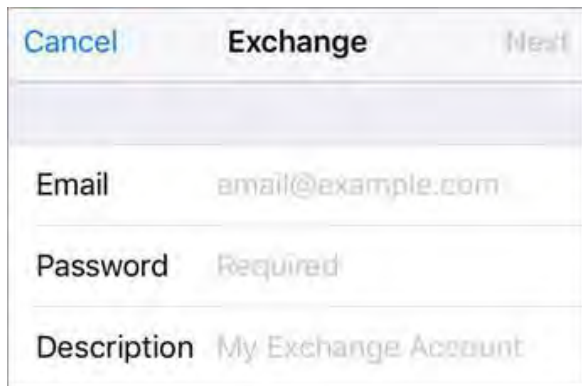
STEP 2:

Select **Exchange**.



STEP 3:

Enter your Office 365 email address, password, and a description of your account. Tap **New**



The screenshot shows the 'Exchange' account setup screen. At the top, there are three buttons: 'Cancel' (blue), 'Exchange' (bold black), and 'Next' (grey). Below the buttons is a form with three input fields: 'Email' with the value 'email@example.com', 'Password' with the value 'Required', and 'Description' with the value 'My Exchange Account'.

STEP 4:

If you're prompted to enter server settings, enter the following and tap **Next**.

- **Email:**
yourLTCemailaddress@gotoltc.edu
- **Server:** outlook.office365.com.
- **Username:**
yourLTCemailaddress.@gotoltc.edu
- **Password:** email account password.

STEP 5:

The Mail app may request certain permissions such as accessing your calendar and contacts. To agree, tap

Yes.

Then choose the apps you want your email account to sync with your iOS device and tap

Save.

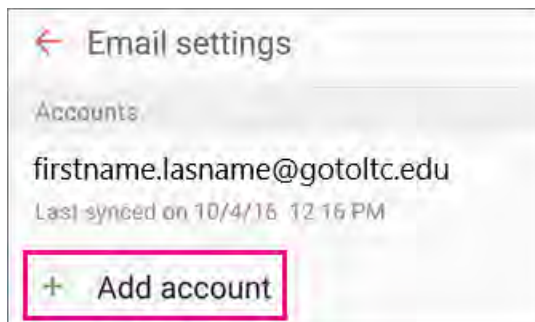
Android:

STEP 1:

Tap the icon for the Samsung Email app to open it.

STEP 2:

Go to **Settings > Add account**.



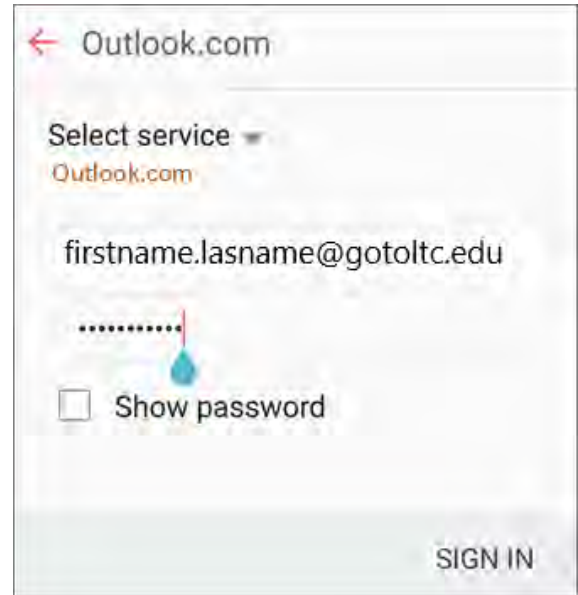
STEP 3:

Choose **Outlook**.

Choose **Corporate**

STEP 4:

Enter your full email address
(Firstname.Lastname@gotoltc.edu)
and password. Tap **Sign In**.



STEP 5:

Tap **Allow** to sync your calendar and contacts with your email account.

NOTE: Syncing email, calendar, contacts, and tasks may take a few minutes.

STEP 6:

You are now ready to use your email account!