

Setting Up Employee Email for iPhone

1. Tap Settings > Accounts & Passwords > Add Account.
2. Tap Exchange (the icon is blue)
3. Populate the requested fields as follows:
 - o **Email:** {firstname.lastname}@helenacollege.edu
 - o **Description:** {anything you want}
 - o Tap Next on the upper-right corner of the screen.
4. Populate Your Password
5. Select Set Up Manually
6. Populate the requested fields as follows:
 - o **Email:** {leave as setting carried over from previous screen}
 - o **Server:** outlook.office365.com
 - o **Domain:** {Leave Blank}
 - o **Username:** {NetID}@helenacollege.edu
 - o **Password:** {leave as setting carried over from previous screen}
 - o **Description:** {leave as setting carried over from previous screen}
7. Tap Next on the upper-right corner of the screen. At this point your account will be verified. If settings are entered incorrectly verification will fail. If you have trouble with this step please contact the IT department.
8. After successful verification tap Save on the upper-right corner of the screen.

Tips for Email Settings

- Email checking frequency – The default value is Automatic (push). When you select this option, email messages will be sent to your phone as they arrive. We recommend selecting this option only if you have an unlimited data plan.
- Amount to synchronize – This is the amount of mail you want to keep on your mobile phone. You can choose from several options, including one day, three days, and one week.
- Notify me when email arrives – If you select this option, your mobile phone will notify you when you receive new email messages.
- Sync contacts from this account – If you select this option, your contacts will be synchronized between email to others.

Select Done to complete the email setup and start using your account.

Note: You may need to wait ten-to-fifteen minutes after you set up your account before you can send or receive email.