

**IMPORTANT:** before setting up email on your phone, make sure you have accessed your WITC email on a computer.

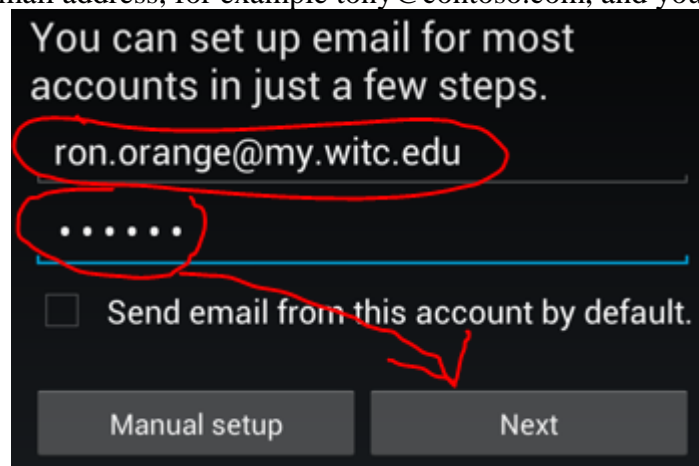
## Set Up Exchange E-Mail on an Android, iPhone and iPad (directions below)

### Android

You can set up e-mail using an Exchange account on an Android mobile phone. If you have a different phone, see [Mobile Phone Setup Reference](#). If you are having trouble connecting your device after following these steps, see “What else to I need to know?” at the end of this Help topic.

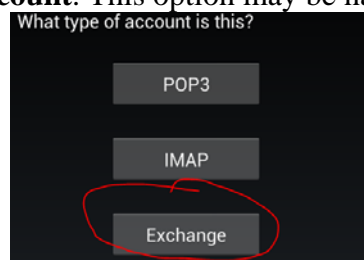
How do I set up Exchange ActiveSync on an Android mobile phone?

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 tony@contoso.com, 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 account information and select **Next**.
  - o **Domain\Username** Type your username as your “ 8 digit student id @ witc.edu (example: [12001200@witc.edu](#))

- **Password** Use the password that you use to access your network account. This is the same password you use for campus computers and Blackboard.
  - **Exchange Server** Type “m.outlook.com” .
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. The options may include the following:
- **Email checking frequency** The default value is Automatic (push). When you select this option, e-mail messages will be sent to your phone as they arrive. We recommend only selecting this option 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 length 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 a new e-mail message.
  - **Sync contacts from this account** If you select this option, your contacts will be synchronized between your phone and your account.
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.

💡 **Tip:**

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

# Set Up Exchange E-Mail on a Mobile Phone

## iPhone & iPad

1. Click Settings
2. Click Mail, Contacts, Calendars
3. Click Add Account
4. Click Microsoft Exchange  
Email = your email address ([ron.orange@my.witc.edu](mailto:ron.orange@my.witc.edu)) & the password that you use to access your network account. This is the same password you use for campus computers and Blackboard.  
Press Next



5. Server = m.outlook.com
6. Domain = leave blank, not needed
7. Username = your 8-digit student id @ witc.edu
8. Click Next



Your email should now be setup on your phone. If any further issues contact the WITC Help Desk.