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) & 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.