HOW TO SETUP EMAIL ON ANDROID OR IPHONE

IPHONE

For those who have Apple products, the IPHONE, this section will describe how to setup the Lake Land College email on your phone, now that your email has been migrated.

If you have an Android Phone, please skip down to Android section for those steps.

1. First go to settings



Tap Settings to change your iPhone settings (volume, screen brightness, and more).

2. Depending on your version of Apple IOS, your settings may look different, but you will go to Mail, or it may say Mail, Contacts, Calendars







2:17 PM	-97 AT&T ? 2:17 PM 0 100%
iCloud	ACCOUNTS
Mail, Contacts, Calendars	Contacts, Calendars, Safari and 5 more
Notes	Outlook >
Reminders	Outlook Mail, Notes
Phone	Add Account
Messages	>
FaceTime	> Fetch New Data Push >
Maps	MAIL
Compass	Preview OSXCEIIVCOM
Safari	> Show To/Cc Label
	Flag Style Color

4. Once in Mail, you will first DELETE your old Lake Land College Email Account. To do so, select the Lake Land College account you wish to delete. If you never had your email on your phone, disregard deleting.

Airtel O9:41 Accounts	1 0 \$ 75% ■D	Accounts Coma	000
ACCOUNTS		GMAIL	
iCloud iCloud Drive, Contacts, Calendars and 4	more>	Account	>
Gmail Mail, Contacts, Calendars	>	🖂 Mail	
Notes	>	1 Contacts	
Add Account	>	Calendars	
		Notes	\bigcirc
Fetch New Data	Push >		
600 × 352		Delete Ac	count

5. Once done, you will select ADD ACCOUNT



6. Then you will choose EXCHANGE



7. Then you will enter in your email (<u>username@lakelandcollege.edu</u>) and for the description, you can put whatever you want to let you know that it is your Lake Land College email. Usually you delete out exchange from the description, and type LLC Email or Lake Land College Email or something like that, as seen in image below!

Enter your Microsoft 365, Exchange, or Outlook.com email address and a description of your account. Tap **Next**.

Cancel	Exchange	Next
Email	TRoussel@contoso.com	
Description	Exchange	

Tap Sign In.



8. Sign in. It will open to where it asks for your password. The password is your email password (Same password you use to sign into Canvas, Hub, Iris)

Enter the password associated with your email account. Tap **Sign in** or **Next**.

Microsoft	ජා
TRoussel@o	contoso.com
Enter password	1
Password	
Back	Sign in

9. It may ask you for permissions, accept them and then choose which you want to sync to your phone. It can be just email, just calendar, or everything. Options are yours to choose.

The Mail app may request	Choose the services you	want to
certain permissions. Tap Accept.	sync with your iOS device	e and
iOS Accounts	tap Save . You're done!	
iOS Accounts needs permission to:		
Access your mailboxes Sign you in and read your profile	Cancel Outlook	Save
You're signed in as:		
TRoussel@contoso.com	Mail	
Show details	Contacts	
Accept Cancel	Calendars	
	Reminders	\bigcirc

Notes

Now your email is setup and should begin to sync to your IPHONE.

ANDROID

For android setup please continue on here for proper email setup.

1. Open the Google Play Store and search for Outlook APP. Should look similar to the below screenshot



2. Search for OUTLOOK APP and download and install it.



- 3. Once installed, then you will open it.
- 4. Select add account

	Add account		
	Enter your work or personal email address.		
	yourname@yourdomain.com		
	CONTINUE >		
 Enter in your email (<u>username@lakelandcollege.edu</u>) Click next or continue 			
	← yourname@yourdomain.com		
	Enter password		
	Sign in		

- 7. Enter your email password (Same one as Canvas, Hub, Iris)
- 8. Click next or sign in.

Should begin syncing your email.