

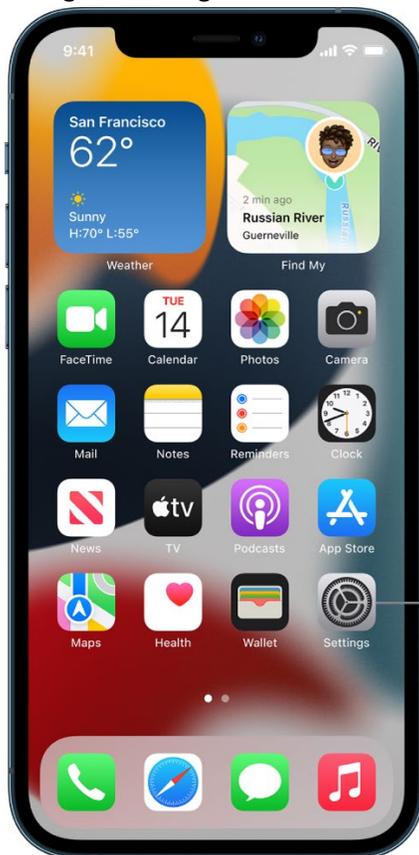
HOW TO SETUP EMAIL ON ANDROID OR IPHONE

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.

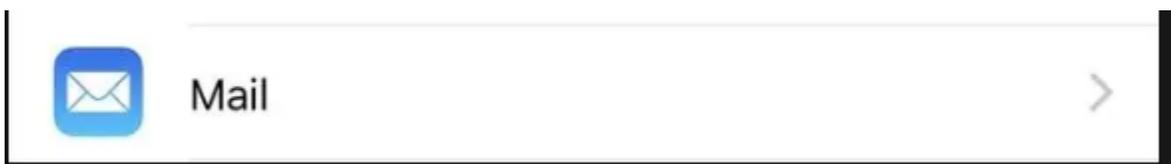
If you have an Android Phone, please skip down to Android section for those steps.

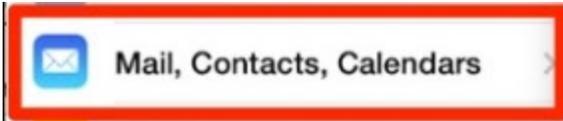
1. First go to settings



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

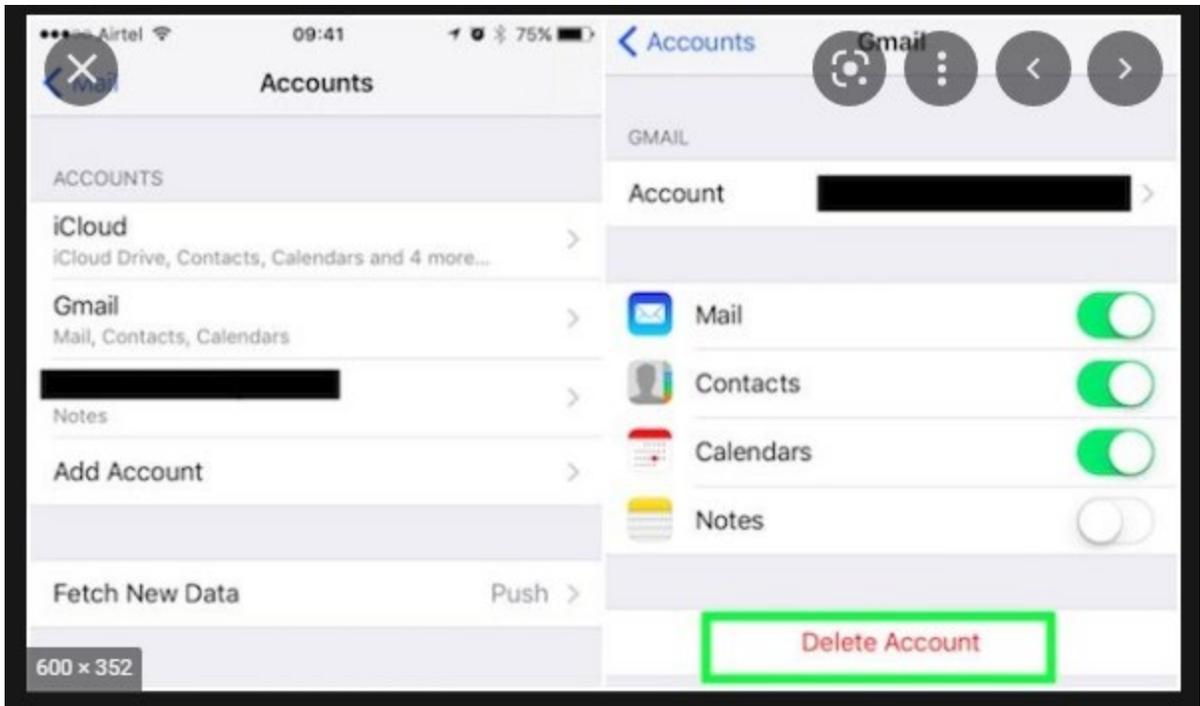




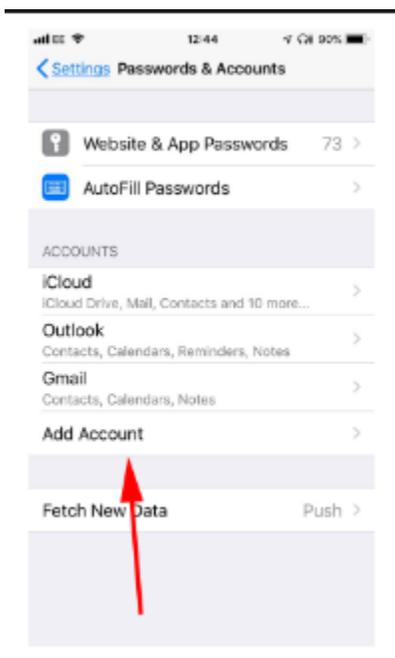
3. When you first open MAIL, it will show you your accounts



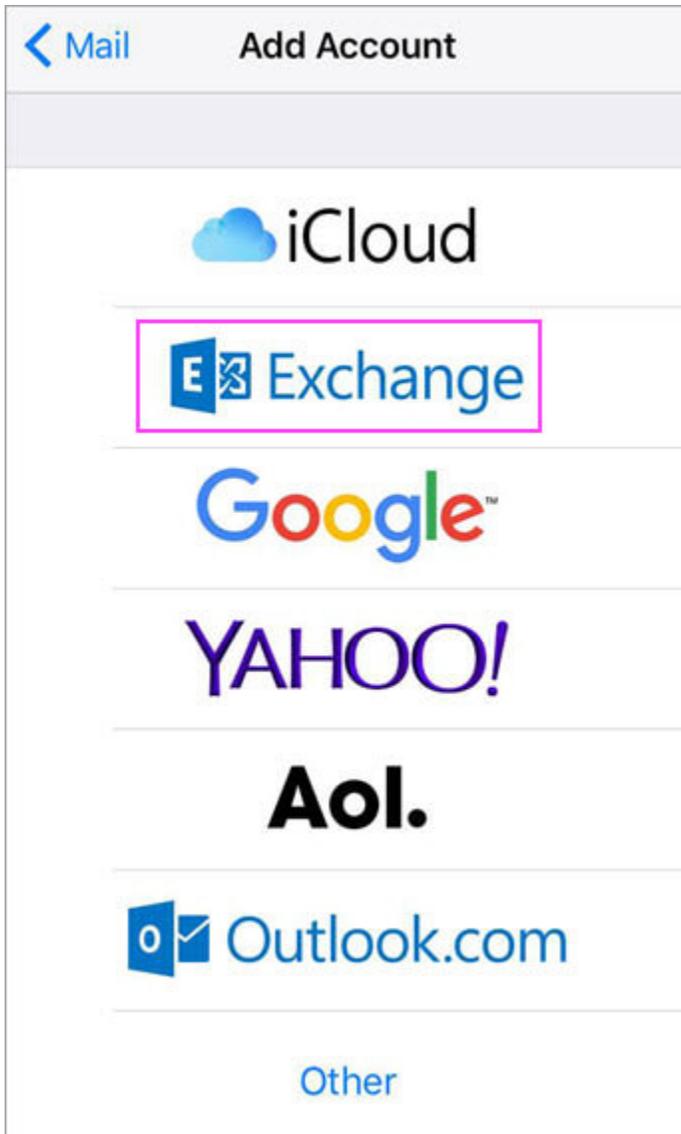
4. Once in Mail, you will first DELETE your old Lake Land College Email Account. To do so, select the Lake Land College account you wish to delete. If you never had your email on your phone, disregard deleting.



5. Once done, you will select ADD ACCOUNT



6. Then you will choose EXCHANGE

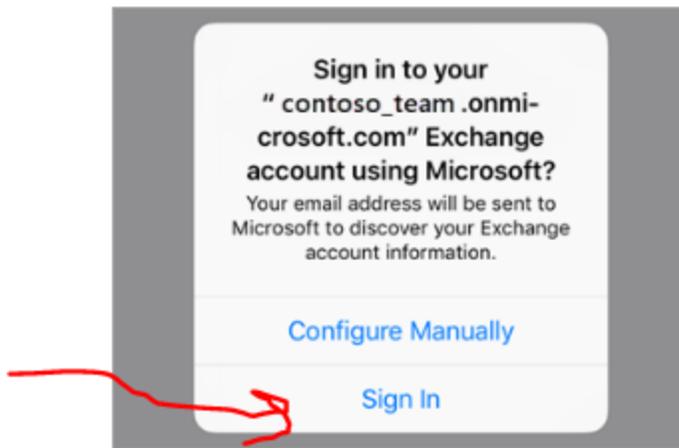


7. Then you will enter in your email (username@lakelandcollege.edu) and for the description, you can put whatever you want to let you know that it is your Lake Land College email. Usually you delete out **exchange** from the description, and type LLC Email or Lake Land College Email or something like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

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

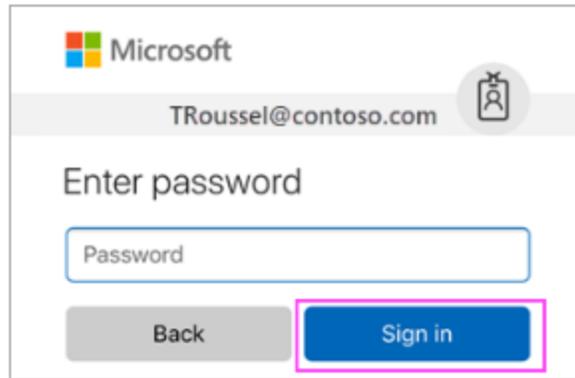
Cancel	Exchange	Next
Email	TRoussel@contoso.com	
Description	Exchange	

Tap **Sign In**.



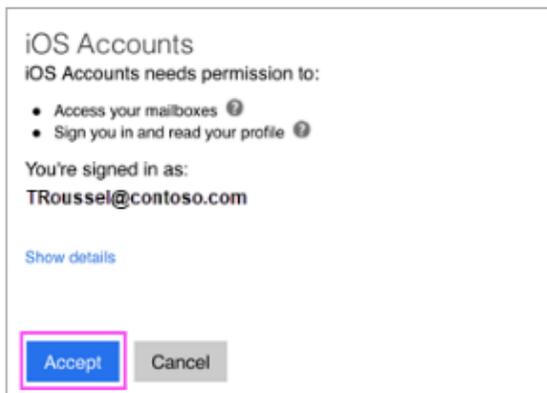
8. Sign in. It will open to where it asks for your password. The password is your email password (Same password you use to sign into Canvas, Hub, Iris)

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

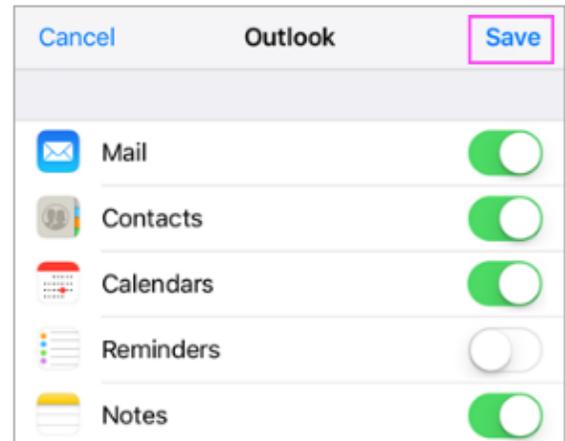


9. It may ask you for permissions, accept them and then choose which you want to sync to your phone. It can be just email, just calendar, or everything. Options are yours to choose.

The Mail app may request certain permissions. Tap **Accept**.



Choose the services you want to sync with your iOS device and tap **Save**. You're done!



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 >

5. Enter in your email (username@lakelandcollege.edu)
6. 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.