

Email Configuration of Mobile Devices

Configuring an Apple iOS device (iPhone, iPad, iPod)

TO CHANGE THE SETTINGS ON AN EXISTING ACCOUNT

1. Tap **Settings > Mail, Contacts, Calendars**.
2. Tap your @mccneb.edu email account.
3. Tap your @mccneb.edu email account again.
4. Change the following information: *Server*: outlook.office365.com
5. Tap **Done**.

TO SET UP A NEW ACCOUNT

1. Tap **Settings > Mail, Contacts, Calendars > Add Account**.
 2. Tap **Microsoft Exchange**.
 3. Enter the following information:
 - a. *Email*: enter your @mccneb.edu email address (**students** use - @mail.mccneb.edu)
 - b. *Username*: enter your @mccneb.edu email address (**students** use - @mail.mccneb.edu)
 - c. *Password*: enter your MCC password
- *NOTE*** be sure to **remove** any domain information "MCCNET" and make sure all usernames are changed to email address.
4. Tap **Next**.
 5. Your iPhone will search for the settings. If it is unsuccessful, enter outlook.office365.com as the server name. Tap **Next**.
 6. Choose the type of information you want to synchronize between your account and your device, and tap **Save**

Configuring an Android device

IMPORTANT: *Because of the variations in the Android mobile operating system, the steps below will not exactly match the steps used with all Android phones.*

TO CHANGE THE SETTINGS ON AN EXISTING ACCOUNT

1. Open the **Applications** menu and tap **Email**. (*This app may be named **Mail** on some versions of Android.*)
2. Navigate to the settings for your @mccneb.edu account. (**students** use - @mail.mccneb.edu)

3. Change the information below. If you cannot change your account settings, delete the account and follow the steps to set up a new account. *Server: outlook.office365.com*

4. Tap **Save**.

TO SET UP A NEW ACCOUNT

1. Open the **Applications** menu and tap **Email**. (*This app may be named **Mail** on some versions of Android.*)

2. Navigate to the app's settings menu and tap the option to set up a new Exchange email account. (*This may be listed as **Corporate** or **Active Sync** on some versions of Android.*)

3. Enter the following account information:

a. *Domain\Username*: enter your @mccneb.edu email address (**students** use - @mail.mccneb.edu)

b. *Password*: enter your MCC password

c. *Server*: outlook.office365.com

d. *Username*: enter your @mccneb.edu email address (**students** use - @mail.mccneb.edu)

e. Make sure the Use secure connection box is checked

NOTE be sure to remove any domain information "MCCNET" and make sure all usernames are changed to email address.

4. Tap **Next**.

5. Choose the type of information you want to synchronize between your account and your device on the Account Options screen. Tap **Next**.

6. Name the account and tap **Finish set-up**.

7. You may receive a message like the one below after configuring your account:

This server requires that you allow it to remotely control some security features of your Android device.

Do you want to finish setting up this account?

Tap **Ok** to complete the setup.

Configuring Windows Phone

TO CHANGE THE SETTINGS ON AN EXISTING ACCOUNT

1. On **Start**, swipe left to the App list.
2. Tap **Settings > Email + accounts**.
3. Tap your @mccneb.edu email account.
4. Change the following information: *Server*: outlook.office365.com
5. Tap **V**.

TO SET UP A NEW ACCOUNT

1. On Start, swipe left to the App list.
2. Tap **Settings > Email + accounts > Add an account > Outlook**.
3. Enter your @mccneb.edu email address and password and tap Sign in (**students** use - @mail.mccneb.edu)
 - a. If the setup is successful, go to the next step.
 - b. You will see the message, "We couldn't find your settings" if the setup is unsuccessful.
 - i. Tap **Advanced** and enter the following information:
 1. E-mail address: enter your @mccneb.edu email address (**students** use - @mail.mccneb.edu)
 2. Password: enter your MCC password
 3. User name: enter your @mccneb.edu email address (**students** use - @mail.mccneb.edu)
 4. Domain: blank
 5. Server: outlook.office365.com
 - ii. Tap **Show all settings** and make sure the **Server requires encrypted (SSL) connection** box is selected.
4. Tap **Sign in**.
5. Tap **OK** if Exchange ActiveSync asks you to enforce policies or set a password.