

How to set up your iPhone or iPad to connect to college email

From Settings, choose “Mail, Contacts, Calendars” then choose Add Account.

You will get the screen listing types of email accounts. Choose **Exchange**.

Now you will get a screen asking for your credentials. Enter the following:

Email: This is your complete email address composed of your userid (eg. abc01010) followed by @ccv.vsc.edu, so for example abc01010@ccv.vsc.edu

Password: This will be your current password used to log into the portal.

Description: This is a free text field that you can use to describe your CCV email account. This description will default to “Exchange” but you can delete this and enter something else. For example “CCV”.

Tap Next.

At this point your device will verify the information you have entered thus far and you will be taken to the Account screen.

The email should be filed in already, but if not then fill in the same email address you used on the last screen (your userid followed by @ccv.vsc.edu).

Fill in the Server with outlook.office365.com

Be sure to leave the Domain field blank!!

Fill in your username with your userid (eg. abc01010) followed by @vsc.edu, so for example abc01010@vsc.edu (Note that this is slightly different than your email address above!)

The password field should be correct based on what you keyed on the first screen.

Tap Done when you're ready to move on.

The next screen will prompt you for what you want to sync to your device from Office365 email. It defaults to mail, contacts, calendar, and reminders, and to pulling one week worth of email. These should be fine for most users, so you can just tap the Mail link in the upper left corner.

That's it, your college email should begin flowing in.