

All mobile phones will have a unique setup, but you will need the following information:

Email Address: K-number@Office365.ivcc.edu

Email Password: You will need to set this up before creating your smartphone mail app

iPhones

- To set up your email using the built-in Mail app:
 1. Settings > Mail, Contacts, Calendars > Add Account
 2. Select 'Exchange'
 3. Enter:

Email Address: K-number@Office365.ivcc.edu
Password: Enter your created password
Description: You can leave as Exchange or change it to be more descriptive, as in 'IVCC'
 4. Click 'Next'
 5. You can select your options.
 6. Click 'Save'

Android Phones (Due to the variations of Android phones, actual steps may differ slightly)

- To set up your email using the built-in Android mail app
 1. Settings > Accounts > Add account > Email
 2. Enter:

Email Address: K-number@Office365.ivcc.edu
Password: Enter your created password
 3. Click 'Next'
 4. Select 'Exchange'
 5. Once verified, select your options, click 'Next'
 6. You have the option to rename your account.
 7. Click 'Done'

For security purposes we recommend that students set a passcode lock on their device.

Learning Commons - Student Help Desk Illinois Valley Community College

Phone: 815-224-0318

Email: shd@ivcc.edu

<http://www.ivcc.edu/studenthelpdesk>