

ILLINOIS VALLEY COMMUNITY COLLEGE

Student Email Setup for Mobile Devices

Due to variations in operating systems and smartphone models, your set-up steps may differ slightly. Below are some general guidelines to follow—using your standard mail app and Exchange.

iPhone (the following is for iOS 11+; iOS 10 and earlier is simplified)

To set up your email using the built-in Mail app:

1. **Settings** > **Accounts & Passwords** > **Add Account**
2. Select **Exchange**
3. Enter:
 - o Email Address: K-number@office365.ivcc.edu
 - o Password: Email password
 - o Description: You can leave as Exchange or change it (IVCC, student email, etc.)
4. Click **Next**
5. Select **Configure Manually**
6. Click **Save**
7. Username field: K-number@office365.ivcc.edu
8. Required server field: **smtp.office365.com**
9. Click **Next**
10. Choose the services you want to sync with your phone
11. Click **Save**

Android (you may not need all of the following depending upon model and OS)

To set up your email using the built-in Android mail app

1. **Settings** > **Add account** > **Add Email Account**
2. Enter email address: K-number@office365.ivcc.edu
3. Click **Continue**
4. Choose **Setup account manually**
5. Select **Exchange**
6. Turn on **Advanced Settings**
7. Incoming Server Settings:
 - o Username: K-number@office365.ivcc.edu
 - o Password: email password
 - o Server: **outlook.office365.com**
 - o Port: **443** or **993**
 - o Security Type: **SSL/TLS** or check the **Use secure connection (SSL)**
8. Outgoing SMTP Server Settings:
 - o SMTP Server: **smtp.office365.com**
 - o Security Type: **TLS**
 - o Port Number: **587**
9. Click **Next**
10. You may have to activate permissions



Source: <https://support.office.com>
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