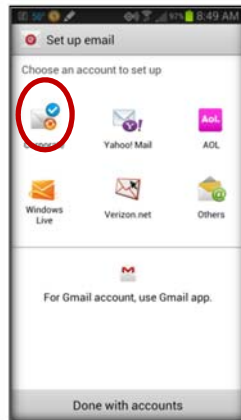
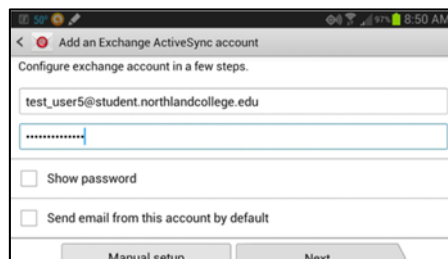


## Setting up Student Email on Your Android Device

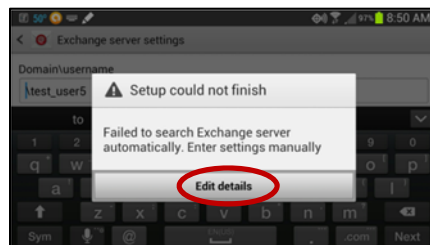
1. Navigate to your device's email setup area.
2. Choose the “**Corporate**” option for setting up email.



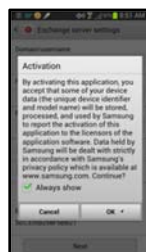
3. You will want to set up an **Exchange ActiveSync** account. Enter your email address and **STAR ID Password** into the next screen. Ex. [Firstname.lastname@student.northlandcollege.edu](mailto:Firstname.lastname@student.northlandcollege.edu).



4. Next, enter in your **Domain Username** which should be **nctc\StarID@student.northlandcollege.edu** you should see a box pop up with a message about failed to search the server.

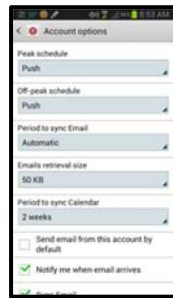


5. Click “**Edit Details**”.
6. Under **Exchange Server Settings**, enter **outlook.office365.com** as the server name.
7. Make sure to check **Use secure connection** then click **next**. Depending on your Android device you may see the following notification.



8. A Remote security Administration box will come up. Click **OK** to continue.

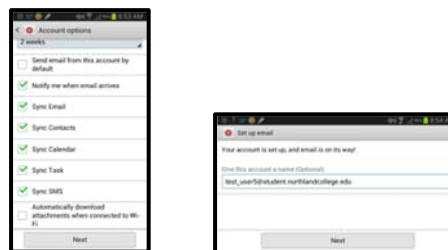
9. Make sure your settings look like the picture below.



10. Lastly you need to decide what to sync. Email, calendar, etc...

\*Note! If you sync your sms your text messages will be synced to Office 365 as well.

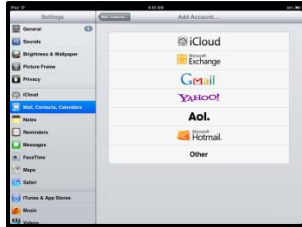
11. Last you may give your account a name that explains what account it is. Ex. Northland College



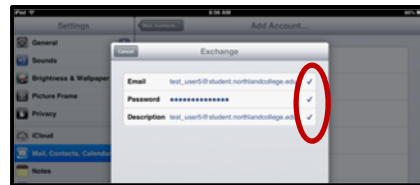
- NOTE: If you are having trouble, consider downloading Outlook Web App for Android from Google Play and see if that helps.

## Setting up Student E-mail on your Apple Device

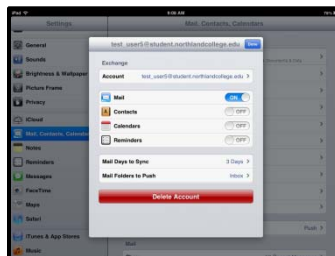
1. Navigate to your Apple device's **Mail settings**.
2. Choose "**Microsoft Exchange**" from the list of E-mail client options.



3. Enter in your **email address, STAR ID Password and a description** of the account into the boxes provided. If it all checks out correctly....you will see the checkmarks show-up and then another screen will show up.



4. By default all **sync options are ON**. Choose which ones you want to turn off.



5. Enter **server information and other settings** as shown below. (**server name is: outlook.office365.com**)

You may need to add nct\starid@student.northlandcollege.edu as the Username for the account.

