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.

![Android Email Setup](image)

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

![Exchange ActiveSync](image)

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.

![Failed to Search Exchange Server](image)

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.

![Remote Security Administration](image)

8. A Remote security Administration box will come up. Click OK to continue.
9. Make sure your settings look like the picture below.

![Settings Picture]

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

![Account Name Picture]

- **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 ntc\starid@student.northlandcollege.edu as the Username for the account.