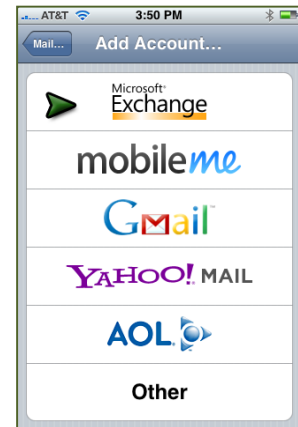


Adding MCTC Email to your iPhone®

This document will walk you through the setup of your MCTC email to your Apple iPhone device. If at any time you have questions or need assistance please contact the IS Helpdesk by visiting <http://support.mctc.edu> or for phone support call 304-696-4000.

1. To add a new email account to your iPhone, first click the “Settings” icon under your home screen.
2. Next, choose “Mail, Contacts, Calendars” under the settings menu.
3. Under the “Accounts” at the top of the screen, choose “Add Account...” to enter the setup information.
4. Under the “Add Account...” menu, choose “Microsoft Exchange.”



5. You will now enter the following MCTC email account information:

Email: alias@mctc.edu (Your MCTC email account)

Username: alias@mctc.edu (Your MCTC email account)

Password: Your MCTC email account password that you created when first setting up your account.

Domain: Leave blank.

Press the “Next” button.



Adding MCTC Email to your iPhone®

6. The first attempt to find the account information will fail, this is perfectly normal. Once you have pressed “Ok” to acknowledge that the search failed, you will have the opportunity to enter the email server.

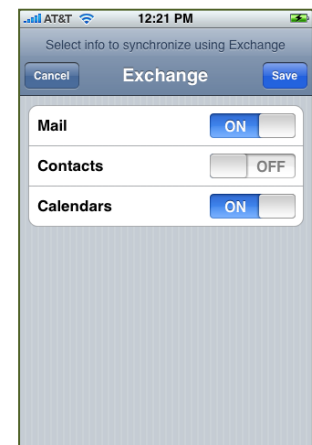
Enter “**outlook.office365.com**” as the server.

Press the “Next” button.



7. If you have entered your email, password, and the server correctly, then the account will be found and you will be provided with the choice of what to synchronize with your iPhone.

Turn on “Mail” and “Calendars” but leave contacts blank so that you do not overwrite your iPhone contacts.



Your MCTC Email should now be setup to synchronize with your iPhone. To check your mail, click on the “Mail” icon on the bottom of your screen. If you have multiple accounts setup then you may have to choose your MCTC Email account to open it.

If you have questions or need assistance please contact the IS Helpdesk by visiting <http://support.mctc.edu>, or by phone support call 304-710-3470, or if you are on the main campus, room 108.