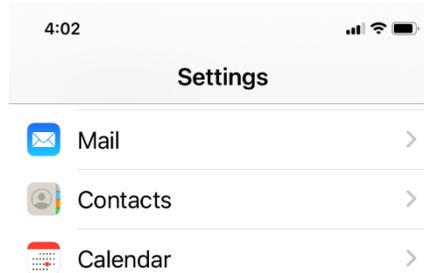## College Email Configuration:
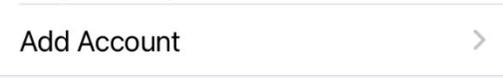
1. Tap "Settings" from your home screen
2. Tap "Mail"
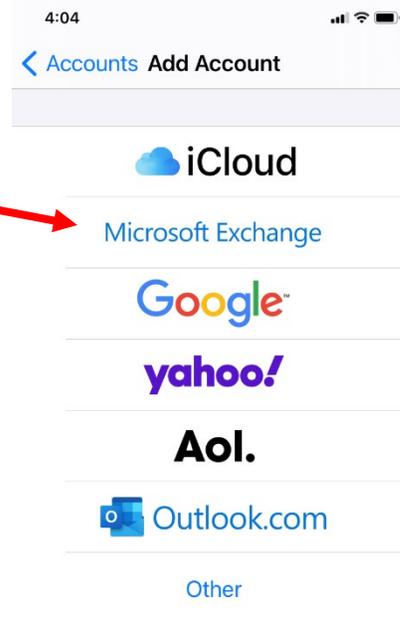
3. Tap "Accounts"

4. Tap "Add Account"

5. Choose "Microsoft Exchange"
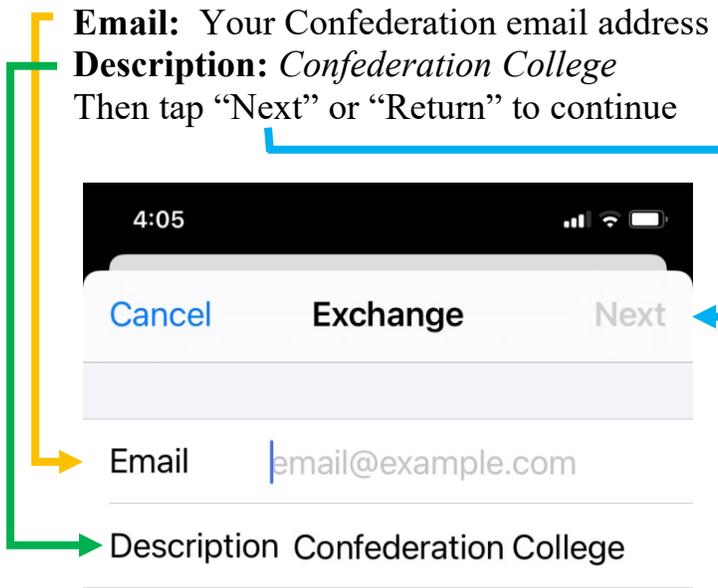
6. Enter information into the following fields:

   Email: Your Confederation email address
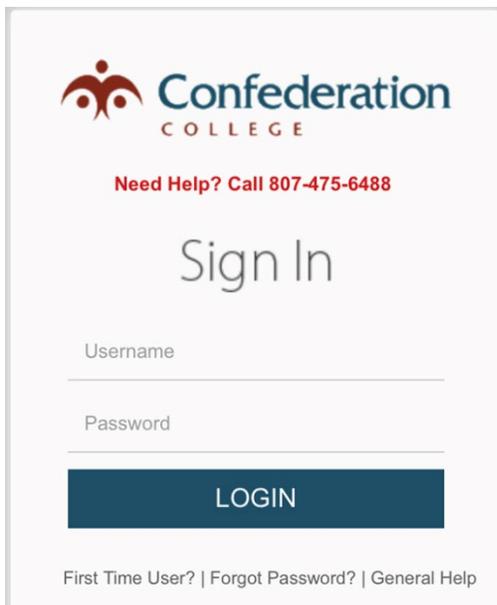   **Description:** *Confederation College*
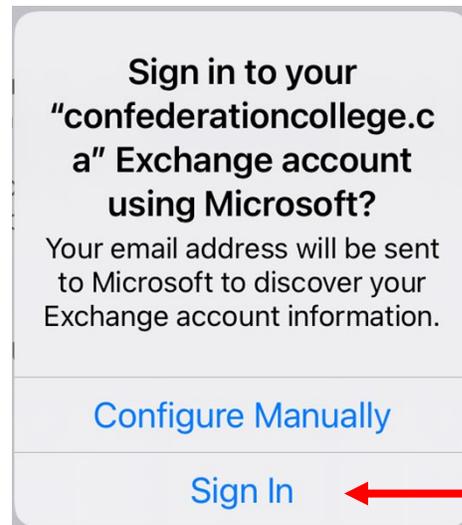   Then tap "Next" or "Return" to continue

7. You will be prompted to sign in or configure manually. Choose "Sign In"

8. The sign in screen is the College login.

   Use your regular College login.

9. If you receive errors at this point and cannot use the Sign In feature, then you will need to configure the connection manually. The manual setup is:
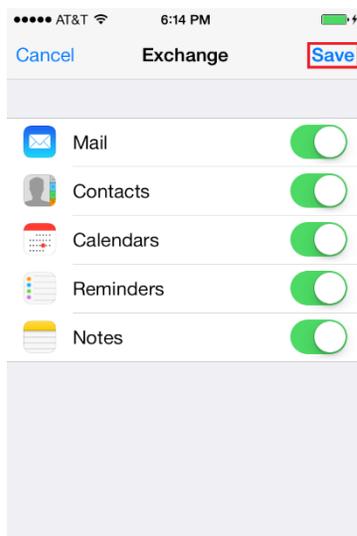   a. Email: username@confederationcollege.ca
   b. Server: outlook.office365.com
   c. Domain: (leave blank)
   d. Username: username@confederationcollege.ca
   e. Password: Your college password

10. Tap "Next" to continue

11. You can choose what to sync. It is recommended to sync all functions.
12. Click Save to complete the mail setup.

13. Your email is now on your phone. You will see the mailbox appear as Confederation College.