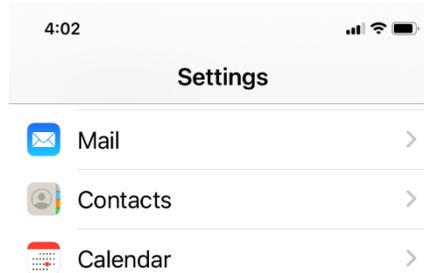


College Email Configuration:

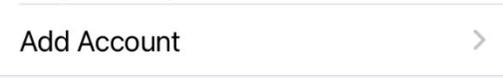
1. Tap “Settings” from your home screen
2. Tap “Mail”



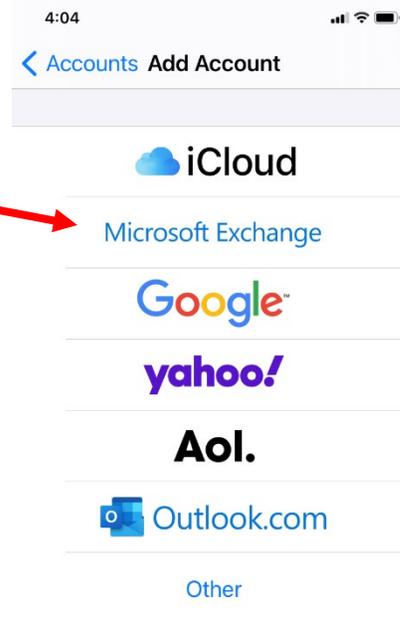
3. Tap “Accounts”



4. Tap “Add Account”



5. Choose “Microsoft Exchange”

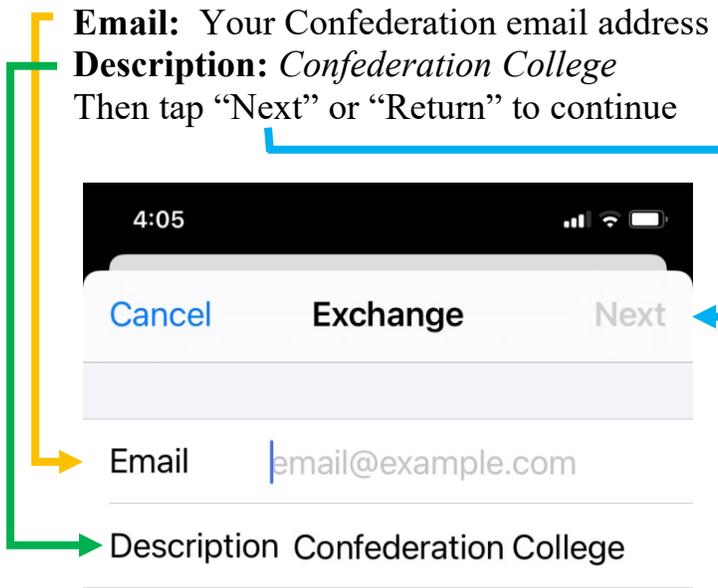


6. Enter information into the following fields:

Email: Your Confederation email address

Description: *Confederation College*

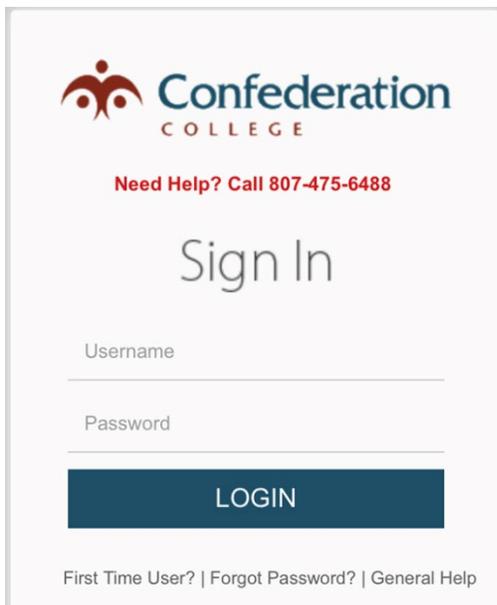
Then tap “Next” or “Return” to continue



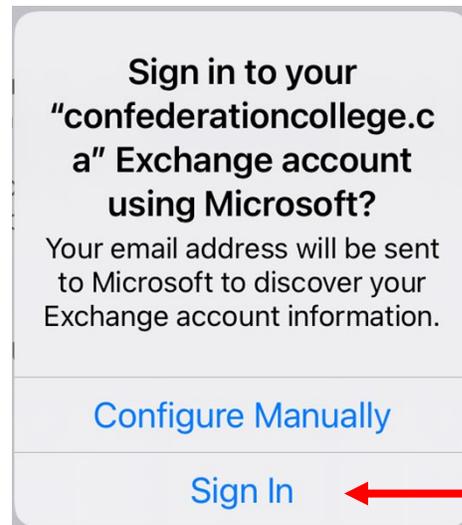
7. You will be prompted to sign in or configure manually. Choose “Sign In”

8. The sign in screen is the College login.

Use your regular College login.



The image shows a web-based sign-in page for Confederation College. At the top is the college logo and name. Below it is a red text prompt: "Need Help? Call 807-475-6488". The main heading is "Sign In". There are two input fields: "Username" and "Password". Below the fields is a dark blue button labeled "LOGIN". At the bottom, there are links for "First Time User?", "Forgot Password?", and "General Help".

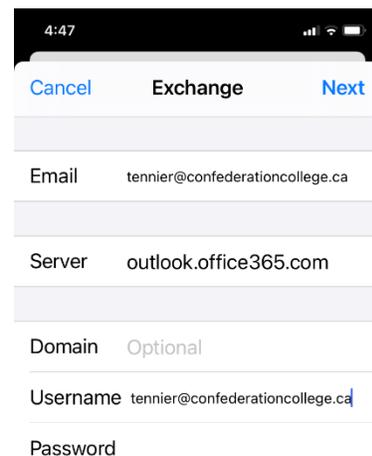


The image shows a mobile dialog box with a grey background. The text reads: "Sign in to your 'confederationcollege.ca' Exchange account using Microsoft? Your email address will be sent to Microsoft to discover your Exchange account information." There are two buttons: "Configure Manually" (in blue text) and "Sign In" (in blue text). A red arrow points from the "Sign In" button in this dialog to the "Sign In" button in the next dialog.

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:

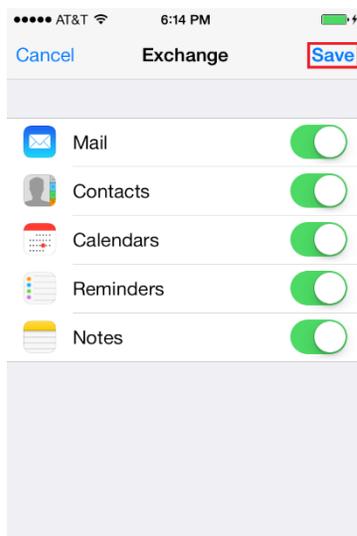
- a. Email: username@confederationcollege.ca
- b. Server: outlook.office365.com
- c. Domain: (leave blank)
- d. Username: username@confederationcollege.ca
- e. Password: Your college password

10. Tap “Next” to continue



The image shows an iOS screen for adding an Exchange account. At the top, there are three buttons: "Cancel", "Exchange", and "Next". Below are several input fields: "Email" (with the value tennier@confederationcollege.ca), "Server" (with the value outlook.office365.com), "Domain" (with the value Optional), "Username" (with the value tennier@confederationcollege.ca), and "Password".

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.