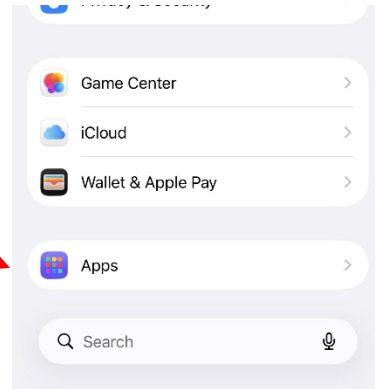
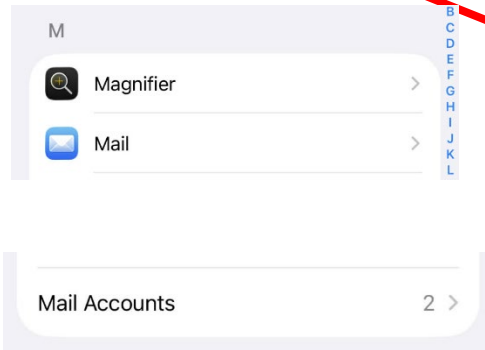


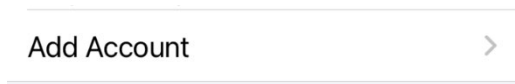
1. Tap "Settings" from your home screen
2. Tap "Apps"
3. Tap "Mail"



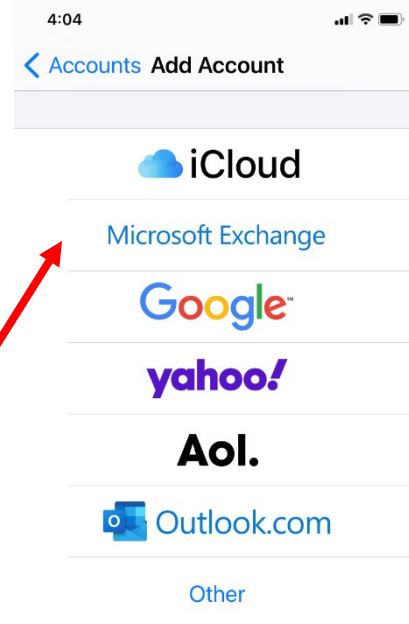
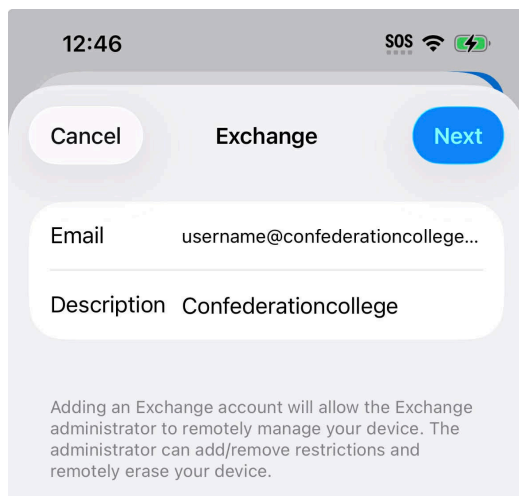
4. Tap

"Accounts"

5. Tap "Add Account"



6. Enter your email address:
Email address format is
username@confederationcollege.ca

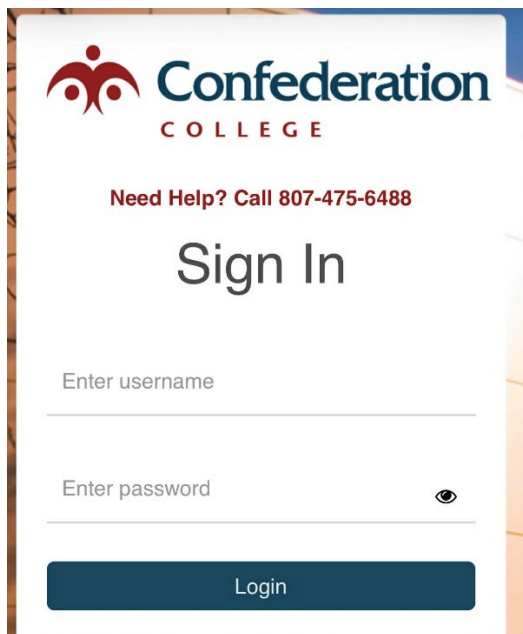


7. Click "Next"
8. Choose "Microsoft Exchange"

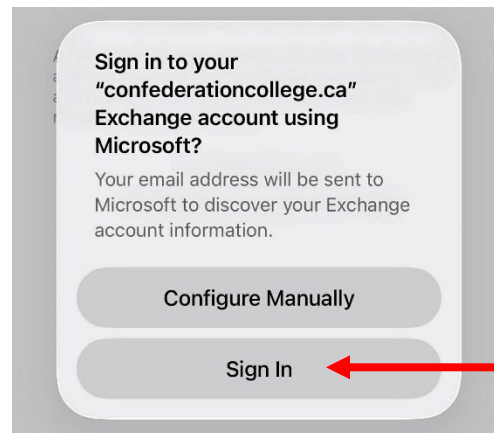
9. You will be prompted to sign in or configure manually. Choose “Sign In”

10. The sign in screen is the College login.

Use your My Campus Portal login.



The image shows the web-based sign-in page for Confederation College. At the top is the college logo and name. Below that is a red text prompt: "Need Help? Call 807-475-6488". The main heading is "Sign In". There are two input fields: "Enter username" and "Enter password" (with a toggle for visibility). A dark blue "Login" button is at the bottom.

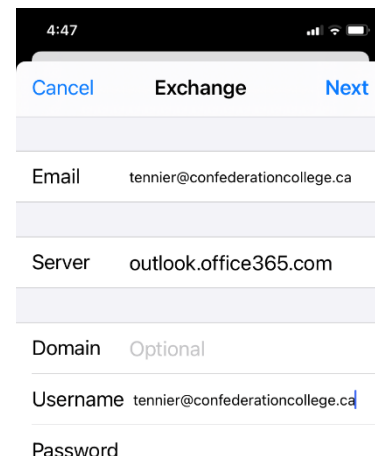


Note for Staff/Faculty. You will have to use DUO after signing in.

11.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:

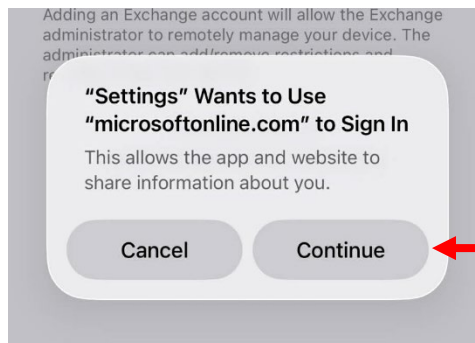
- a. Email: username@confederationcollege.ca
- b. Server: outlook.office365.com
- c. Domain: (leave blank)
- d. Username: username@confederationcollege.ca
- e. Password: Your college password

12. Tap “Next” to continue



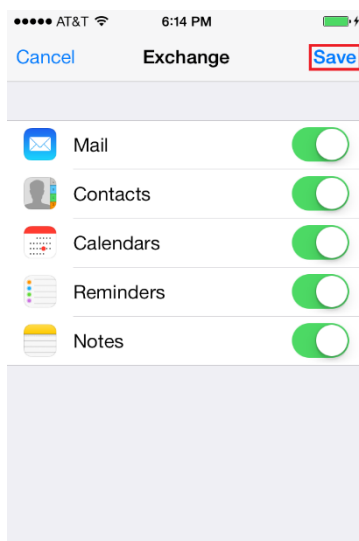
The image shows an iOS "Exchange" configuration screen. At the top are "Cancel", "Exchange", and "Next" buttons. Below are several fields: "Email" (filled with tennier@confederationcollege.ca), "Server" (filled with outlook.office365.com), "Domain" (with an "Optional" link), "Username" (filled with tennier@confederationcollege.ca), and "Password" (empty).

13. When prompted, click “Continue”



14. You can choose what to sync. It is recommended to sync all functions.

15. Click Save to complete the mail setup.



16. Your College email will now appear in your Apple Mail app. You will see the mailbox appear as Confederation College.