

# How-to: Setup Your Rollins Email on Your Mobile Phone



iPhone



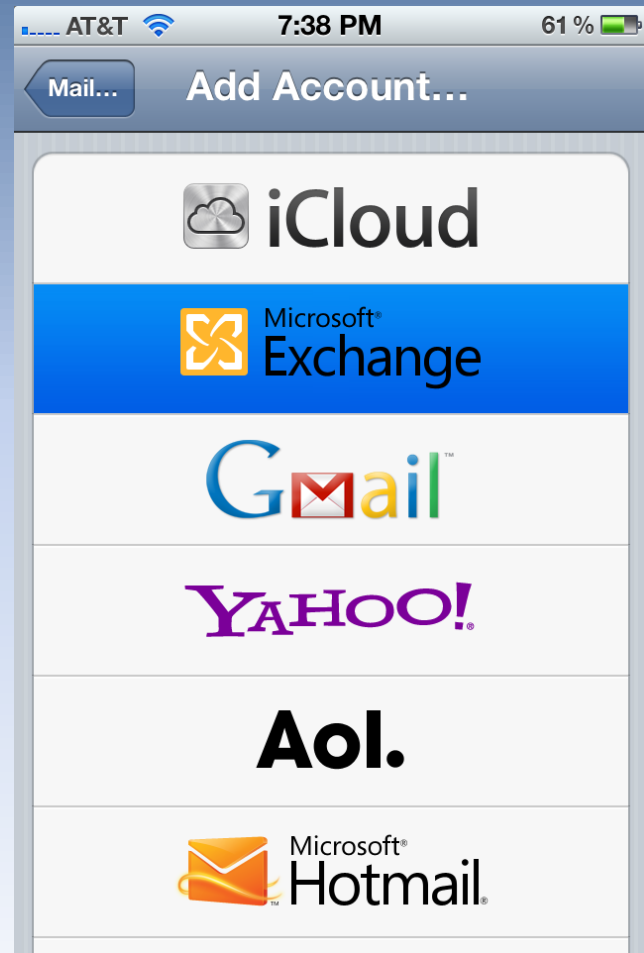
Android

# iPhone Setup

1. Go to “Settings”
2. Select “Mail, Contacts, Calendars”
3. Select “Add Account...”
4. Select “Microsoft Exchange”

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Continue

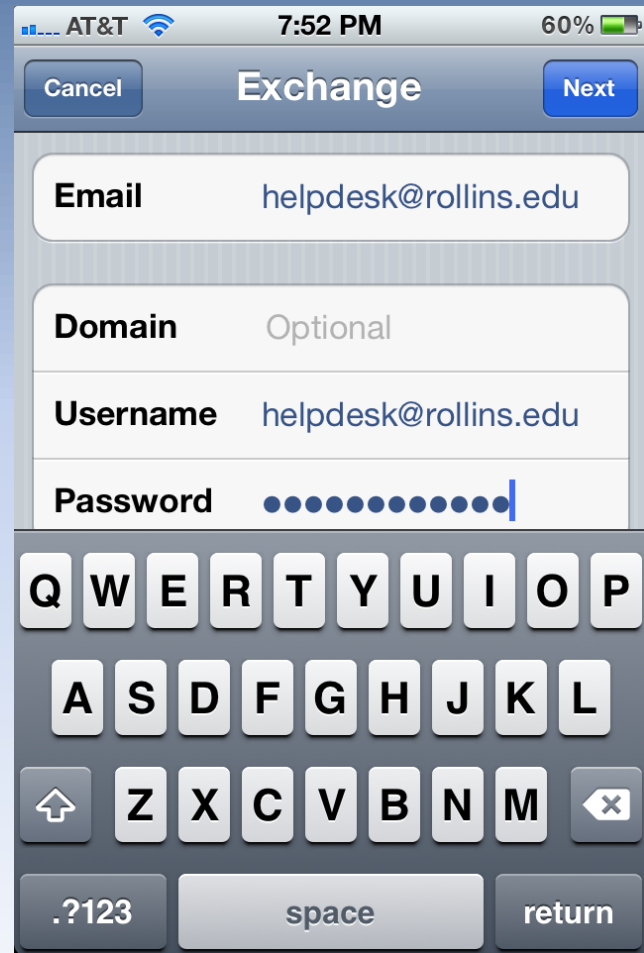


# iPhone Setup

1. Input your email address in both the Email and Username fields
2. Input your password
3. Hit Next

Back

Continue



# iPhone Setup

1. When the server field appears:

- Students, enter m.outlook.com
- Faculty/Staff enter webmail.rollins.edu



Cancel Exchange Next

Email helpdesk@rollins.edu

Server server.company.com

Domain Optional

Username helpdesk@rollins.edu

Password ●●●●●●●●●●●●

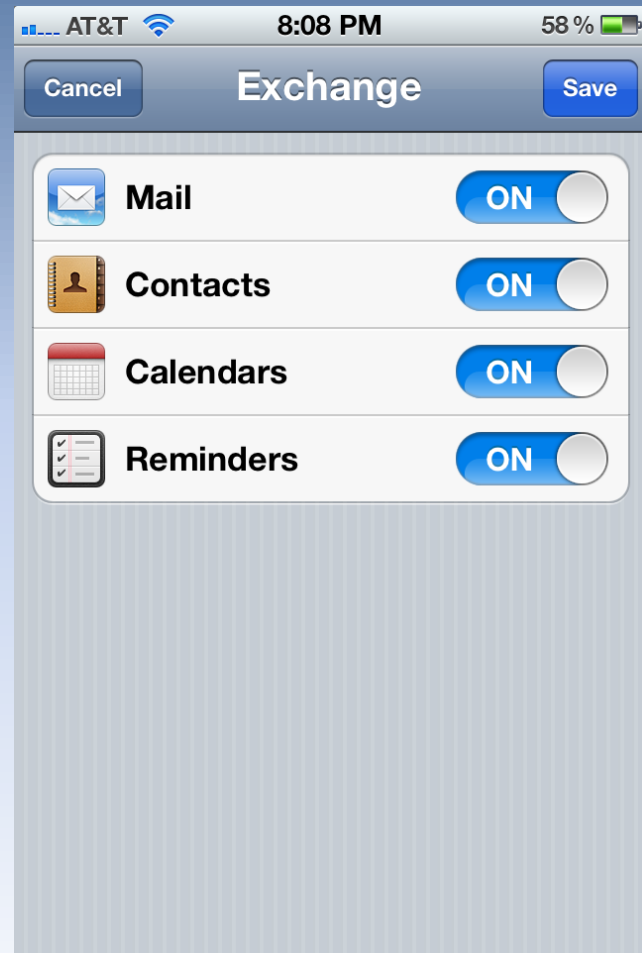
Description Exchange

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# iPhone Setup

1. Choose the items you would like to sync
2. Hit Save



Back

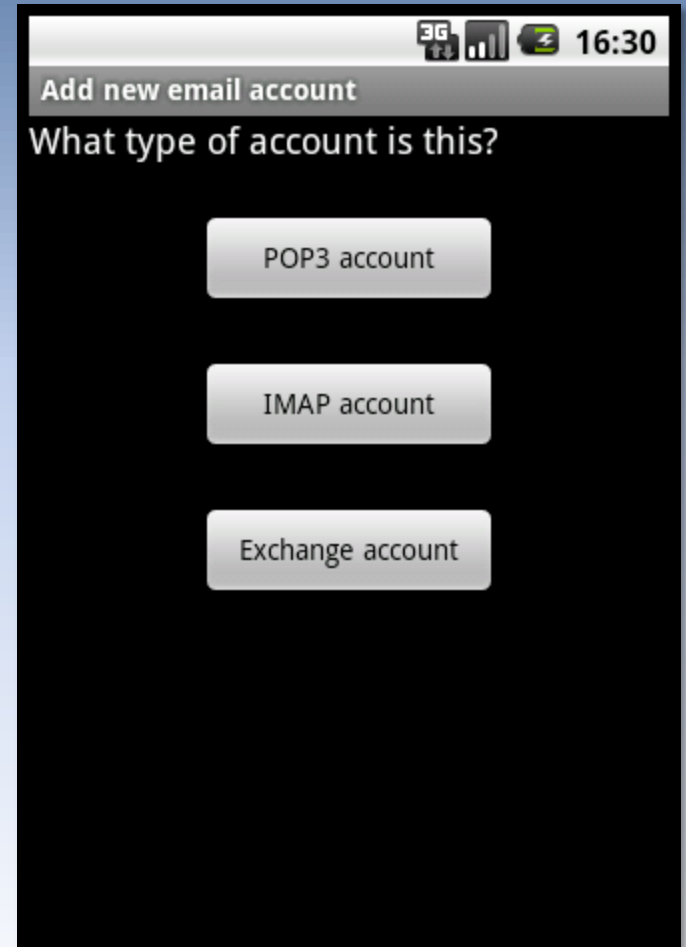
# Android Setup

1. Select “Add new email account”
2. Select Exchange account or Exchange ActiveSync\*
3. The following options may appear in different order

\*Note you cannot have more than 1 exchange account on an Android phone

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# Android Setup

1. Enter your full Rollins email address for the email and username fields, if applicable
2. Enter your password
3. In the server field :
  - Students, enter m.outlook.com
  - Faculty/Staff enter webmail.rollins.edu
4. Select Next

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Exchange server settings

Domain\Username

helpdesk@rollins.edu

Password

.....

Exchange Server

Use secure connection (SSL)

Accept all SSL certificates