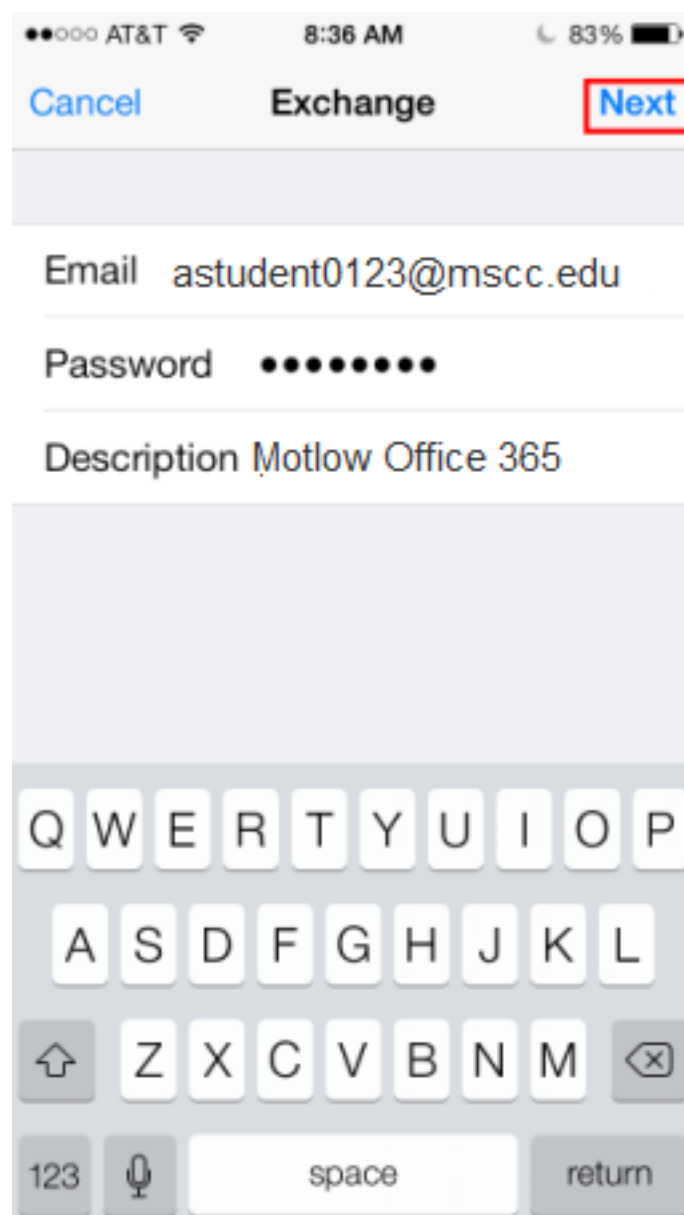


iPhone Email Setup for Motlow State Community College using Microsoft Office 365

1. Tap **Settings > Mail, Contacts, Calendars > Add Account > Exchange**.
2. Enter the information in the fields below, then hit **Next**:
 - a. Email: Username@mscc.edu
 - b. Password: Enter your password
 - c. Description: Optional, but you can put Motlow or Motlow Office 365



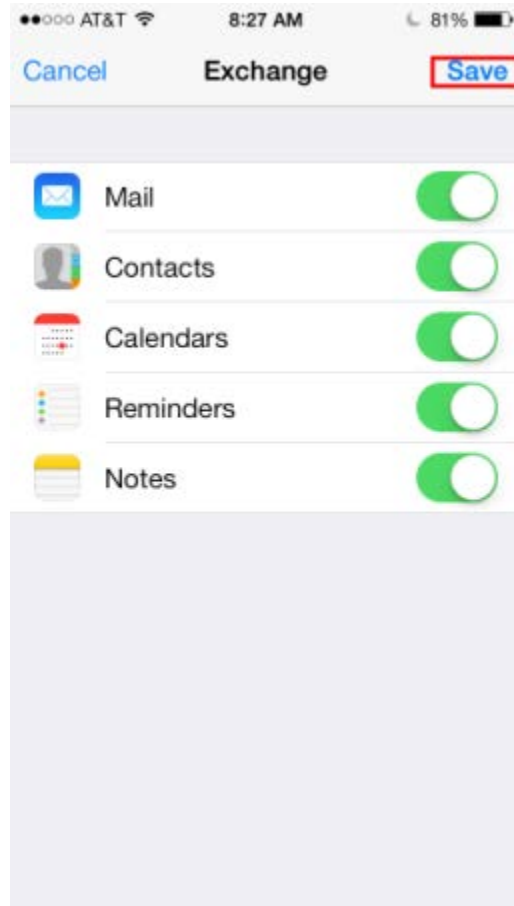
3. Your iOS device will now try to locate the Exchange Server. If necessary, you will need to enter Office 365 Server's complete address in the **Server** field.
 - a. Server: outlook.office365.com
 - b. Domain: MUST LEAVE BLANK
 - c. Username: username@mscc.edu

The screenshot shows an iOS mail setup screen. At the top, the status bar displays 'Verizon', signal strength, '8:38 AM', location services, Bluetooth, and '97%' battery. Below the status bar are 'Cancel' and 'Next' buttons. The form contains the following fields:

- Email:** astudent0123@mscc.edu
- Server:** outlook.office365.com
- Domain:** MUST LEAVE BLANK
- Username:** astudent0123@mscc.edu (with a red note below: 'Must use @mscc.edu')
- Password:** masked with 8 dots
- Description:** Motlow Office365

At the bottom, a standard QWERTY keyboard is visible, including keys for numbers, space, and return.

- d. Choose which content you would like to synchronize: Mail, Contacts, Calendars, Reminders and Notes. Tap **Save** when finished.



You have now successfully added your Motlow email account on your iOS device. If you have any questions or need assistance, please call the Motlow Technical Helpdesk at (931) 393-1510; option #1 or email us with your student ID number at helpdesk@mscc.edu.