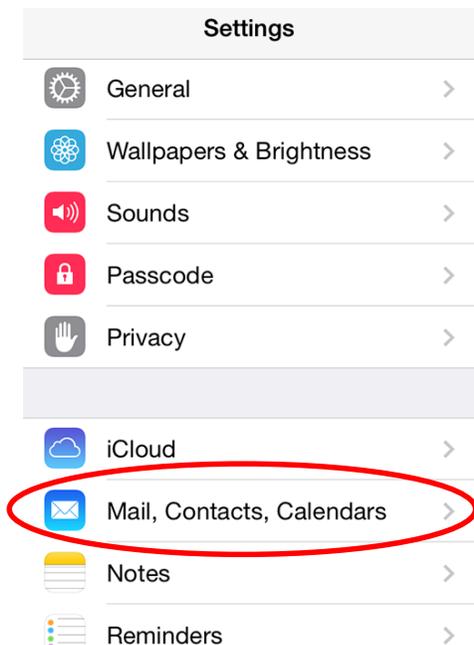


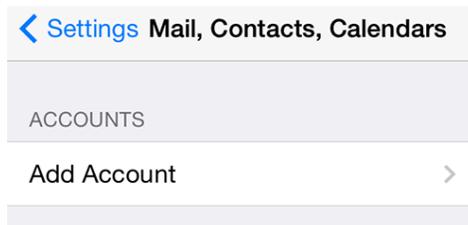
Configuring Loyalist Email on an iPhone/iPad



1. From the “Settings” menu, choose “Mail, Contacts, Calendars”.



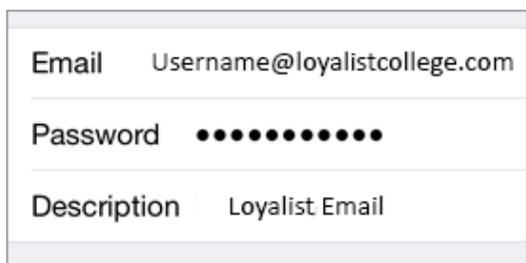
2. Choose “Add Account”:



3. Choose “Exchange”:



4. Enter your Loyalist email account and password in the account screen:
Students – firstnamelastname@loyalistcollege.com



Configuring Loyalist Email on an iPhone/iPad



5. The device should be able to discover your account information automatically, however, you may be prompted for this information:

Server: outlook.office365.com

Domain: *leave blank*

Username: your Loyalist email account

Password: your Loyalist email password

Email	Username@loyalistcollege.com
Server	outlook.office365.com
Domain	Optional
Username	Username@loyalistcollege.com
Password	••••••••••
Description	Loyalist Email

6. Once your device has verified your account with Office 365, you may choose which mailbox functions you want to synchronize. All are turned on by default, but you may de-select any you do not wish to sync. Tap Save.

Mail	<input checked="" type="checkbox"/>
Contacts	<input checked="" type="checkbox"/>
Calendars	<input checked="" type="checkbox"/>
Reminders	<input checked="" type="checkbox"/>
Notes	<input checked="" type="checkbox"/>