

1. Click on the email button where ever you can find it on your screen. (as seen below)



2. Type your Email and password in the boxes you see below

Set up email

You can configure email for most accounts in a few steps

Email address

Password

Show password

Manual setup Next

its-helpdesk@niagaracollege.ca

1 2 3 4 5 6 7 8 9 0

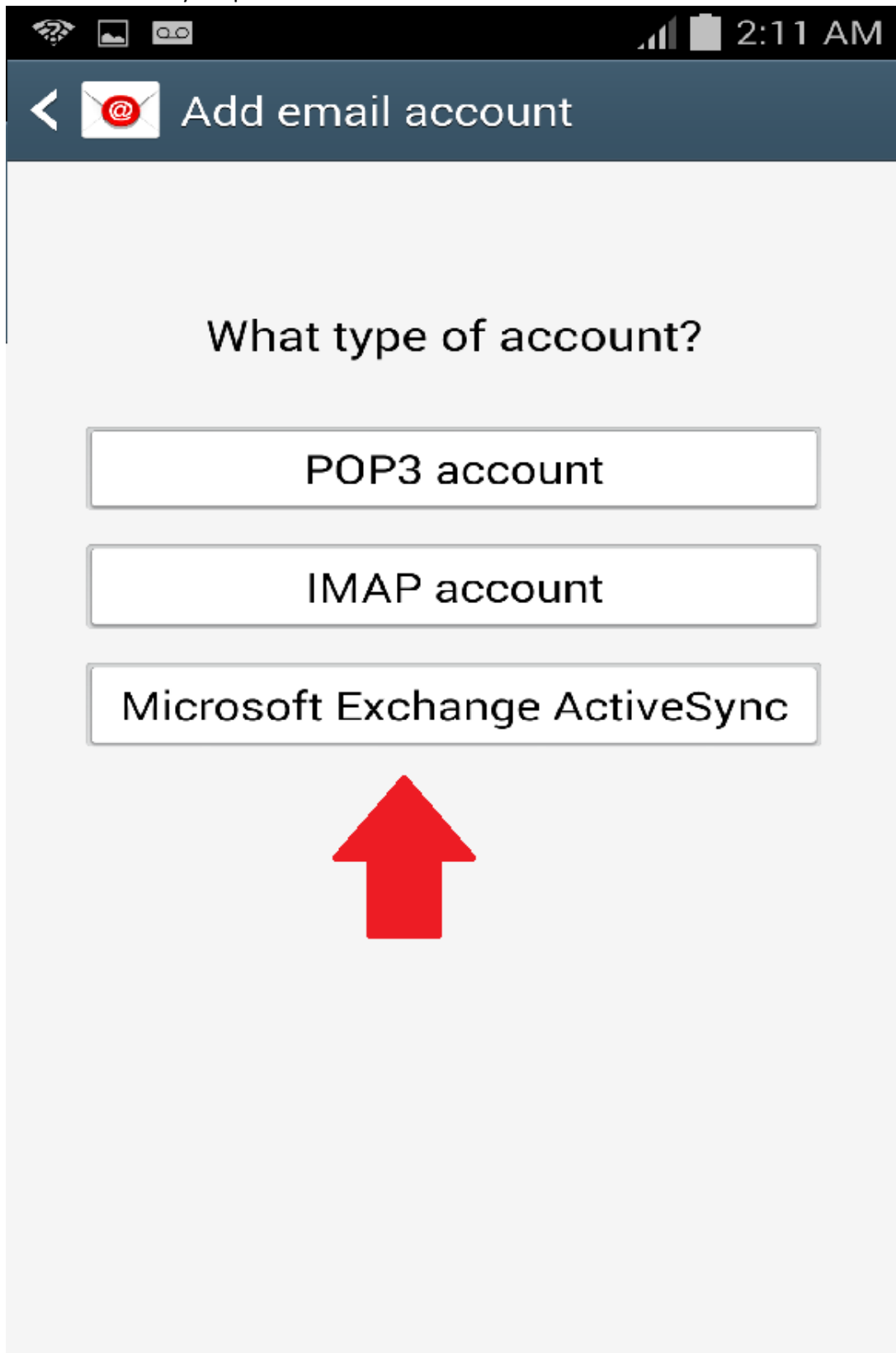
q w e r t y u i o p

a s d f g h j k l

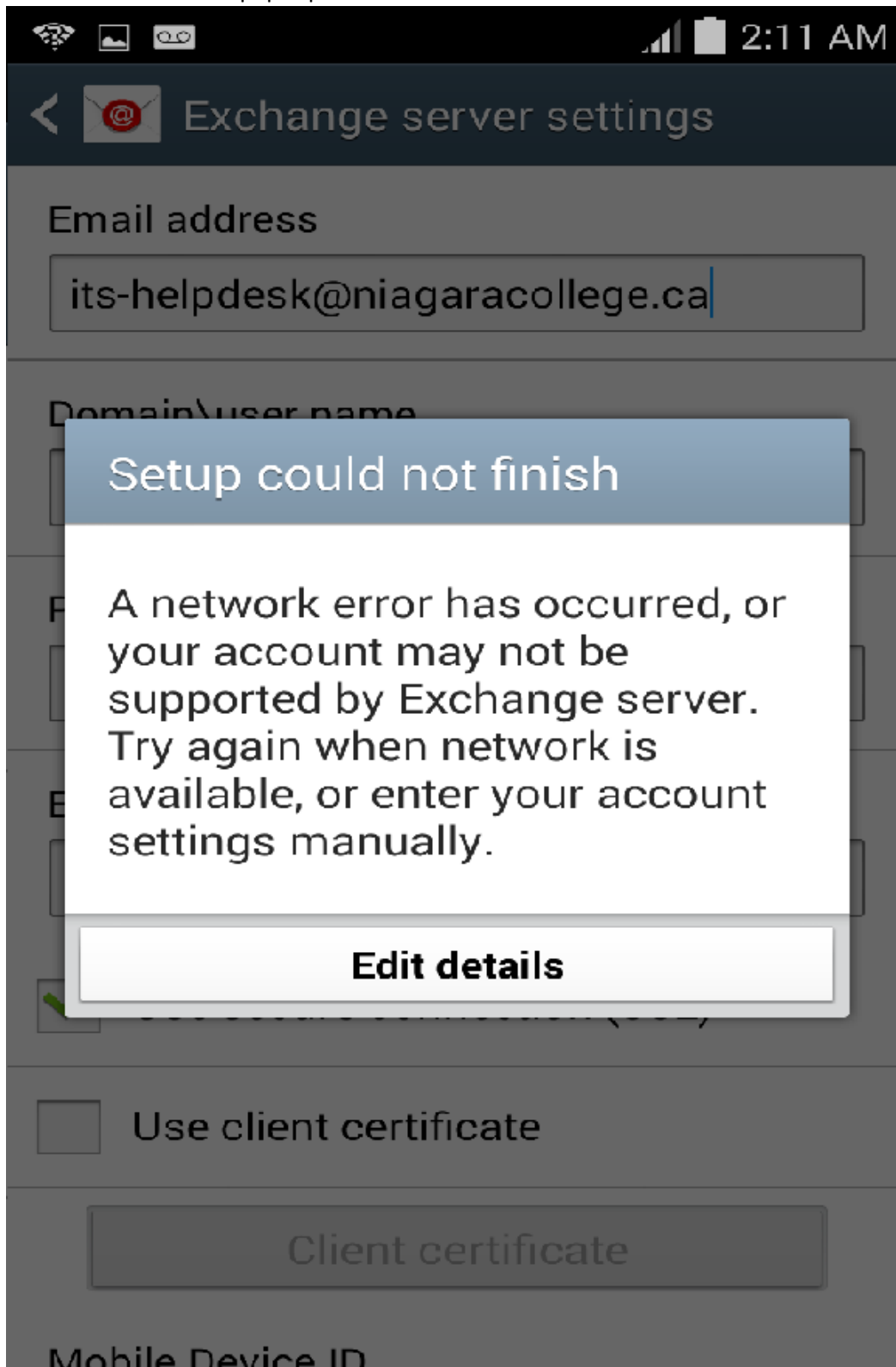
↑ z x c v b n m ← x

Sym ⚙ @ EN(US) . .com Next

3. Select the ActiveSync option



4. When the error below pops up select Edit details



5. Fill out the information with your own personal email and user name as seen below

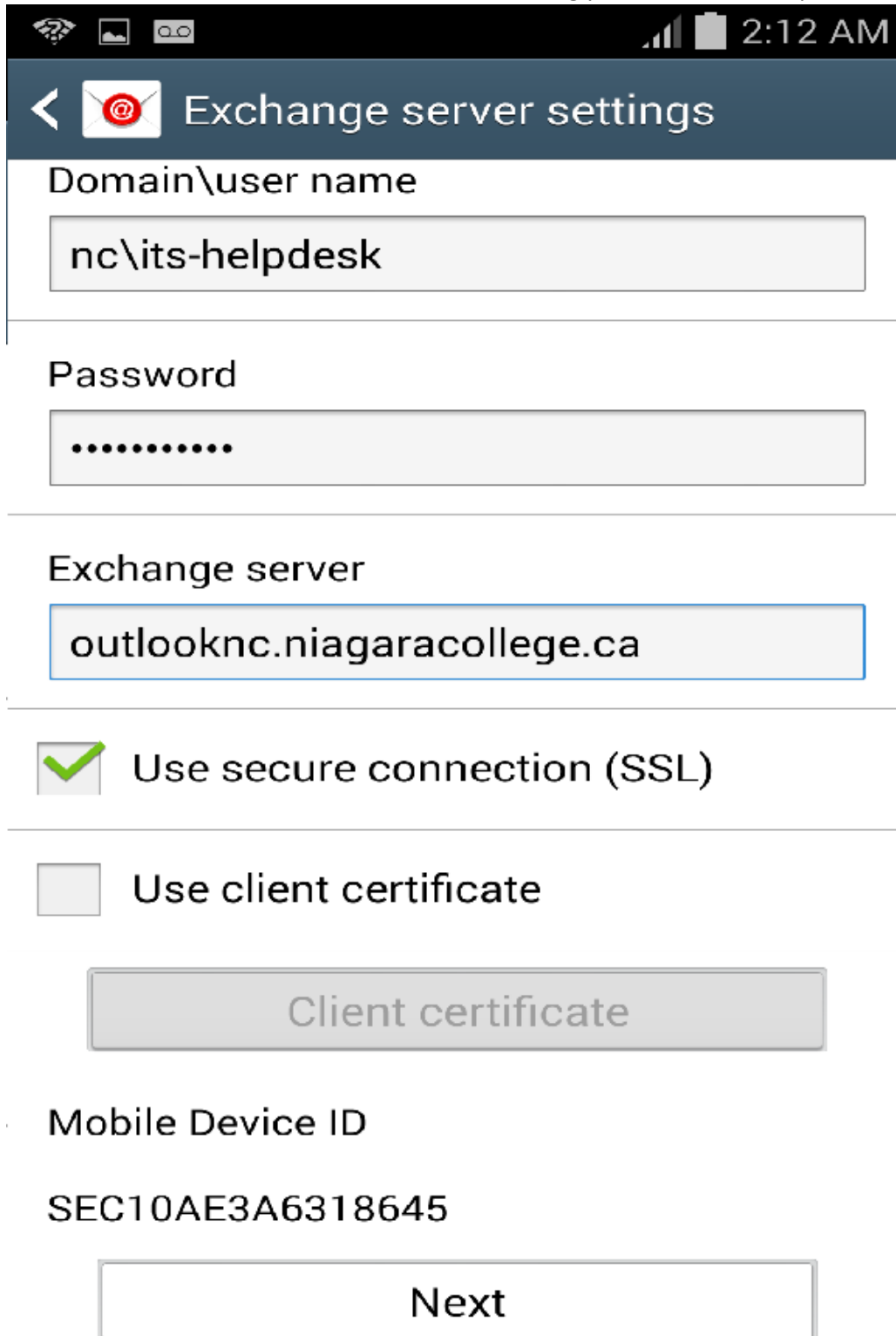
The screenshot shows a mobile application interface for configuring an Exchange server. At the top, there is a status bar with icons for cellular signal, Wi-Fi, and battery, and the time 2:12 AM. Below the status bar is a dark blue header with a back arrow, an email icon, and the text "Exchange server settings".

The main content area has three sections, each with a label and a text input field:

- Email address:** The input field contains the text "its-helpdesk@niagaracollege.ca".
- Domain\user name:** The input field contains the text "nc\its-helpdesk".
- Password:** The input field contains ten dots, indicating a masked password.

Below the settings is a virtual keyboard. Above the keyboard, the URL "outlooknc.niagaracollege.ca" is displayed in blue text. The keyboard has a standard QWERTY layout with additional keys for "Sym", a gear icon, a slash key, "EN(US)", a dot key, ".com", and "Done".

6. Next fill out the server info as listed below, substituting your user name and password

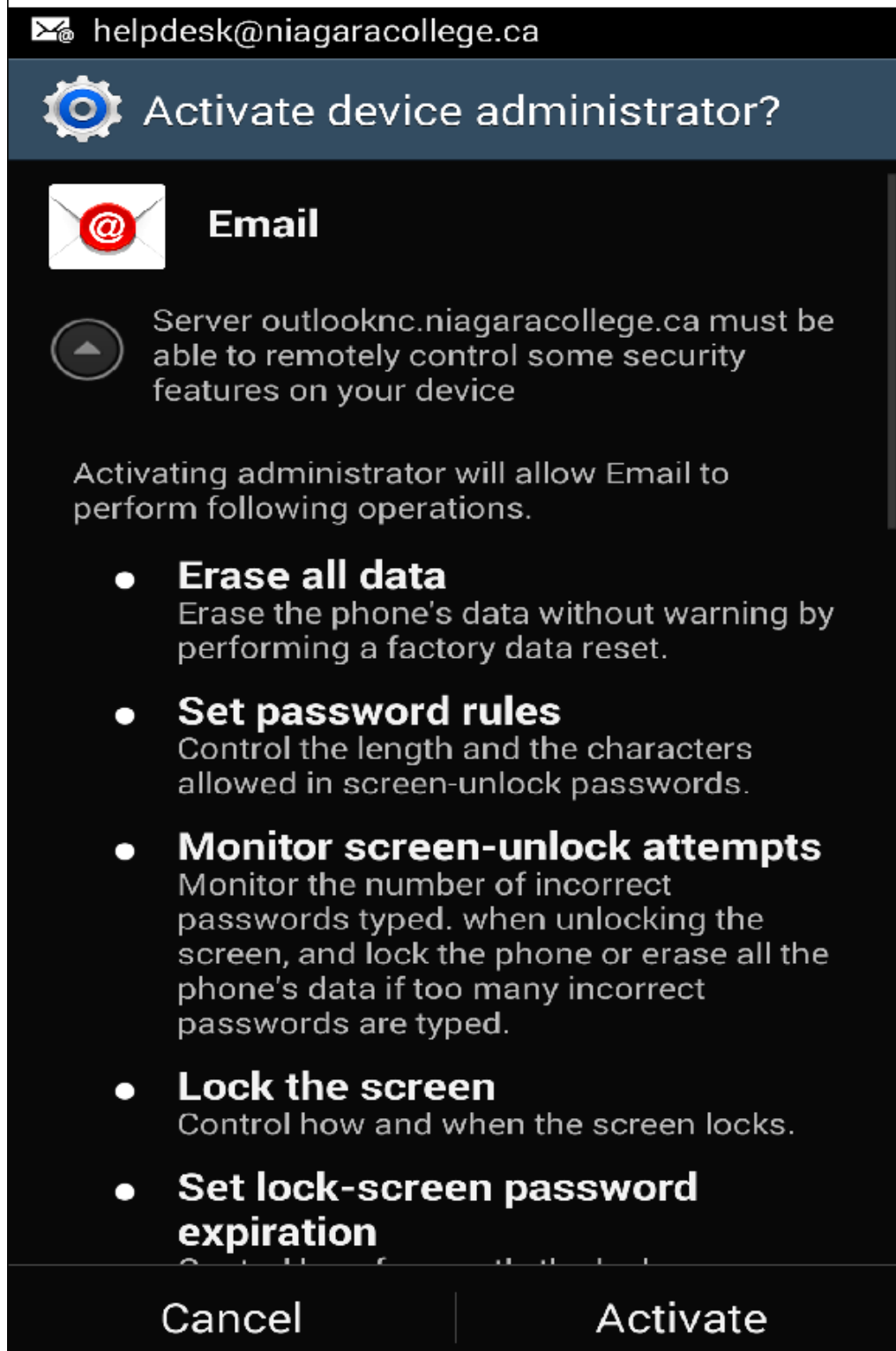


The screenshot shows the 'Exchange server settings' screen on a mobile device. At the top, there is a status bar with icons for Wi-Fi, signal strength, and battery, and the time '2:12 AM'. Below the status bar is a dark blue header with a back arrow, an email icon, and the title 'Exchange server settings'. The settings are organized into sections separated by horizontal lines:

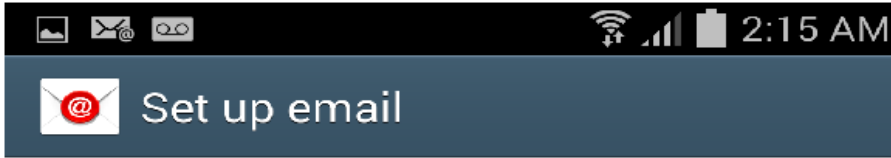
- Domain\user name:** A text input field containing 'nc\its-helpdesk'.
- Password:** A text input field with ten dots representing a masked password.
- Exchange server:** A text input field containing 'outlooknc.niagaracollege.ca'.
- Use secure connection (SSL):** A checkbox that is checked with a green checkmark.
- Use client certificate:** An unchecked checkbox.
- Client certificate:** A greyed-out button with the text 'Client certificate'.
- Mobile Device ID:** A text input field containing 'SEC10AE3A6318645'.
- Next:** A white button with a grey border and the text 'Next'.

7. Next click scroll down to the bottom of the page and click done.

8. Next click activate on the bottom right of the screen



9. Click on Done and your email setup is now completed



Your account is set up, and email is on its way!

Give this account a name (Optional)

its-helpdesk@niagaracollege.ca

Done