



Syncing Android Mobile with Century E-mail

Instructions for setting up Century student e-mail on an Android mobile device

Century E-mail and Android Mobile Devices

Android devices can have different versions of the Android operating system. Below are general directions for syncing Century e-mail with an Android device. Precise steps may vary slightly between devices.

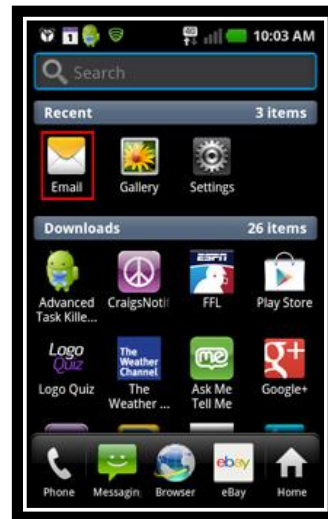
Step 1

Tap the **Applications** button on your Android device.



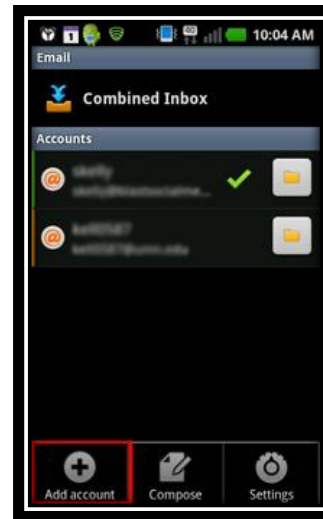
Step 2

Find and tap the **E-mail** application.



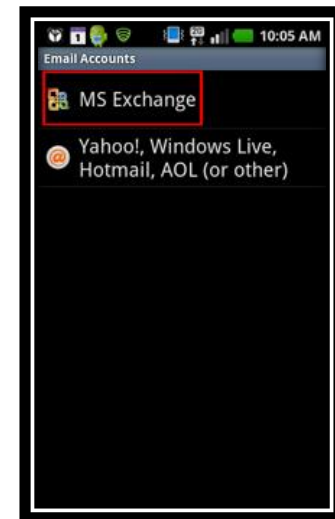
Step 3

Tap the **Settings** button (typically located near the bottom of your phone), and then tap **Add account**.



Step 4

Tap the **MS Exchange** option.



If you need support connecting your Century e-mail to your mobile device, it is recommended that you contact your phone company or device manufacturer directly. Century College does not provide direct technical support to student personal devices.

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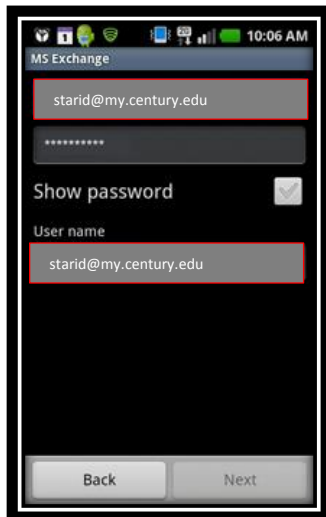
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Step 5

Enter your **Century e-mail address, password** and **Username** as shown below.

Tap **Next**.

*Note: If you have **Manual** option, choose **Manual**.*



Step 6

The next step may vary slightly from phone to phone:

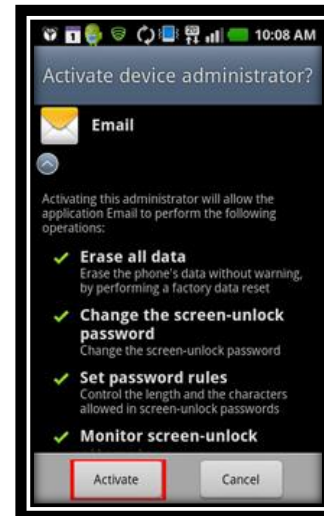
- **Domain:** leave it blank
- **Server Address:** Enter **outlook.office365.com**



Step 7

Your Android device should connect with the e-mail server and a screen will appear with account options. We recommend keeping the default settings.

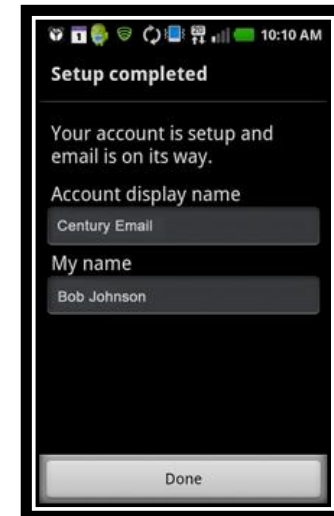
Tap **Next** or **Activate**.



Step 8

Your phone will then connect to e-mail. Give your Century e-mail account a name on your Android device.

That's it!





Syncing Apple Devices with Century E-mail

Instructions for setting up Century student e-mail on an Apple mobile device

Century E-mail and Apple Mobile Devices

Newer Apple mobile devices may sync with Century e-mail in less steps than shown below. The following steps are written for the iPhone 5, but these directions should also help sync your iPhone 3GS, iPhone4, or iPhone 4S.

Step 1

Tap on the **Settings** icon.



Step 2

Tap the **Mail, Contacts, Calendars** option.



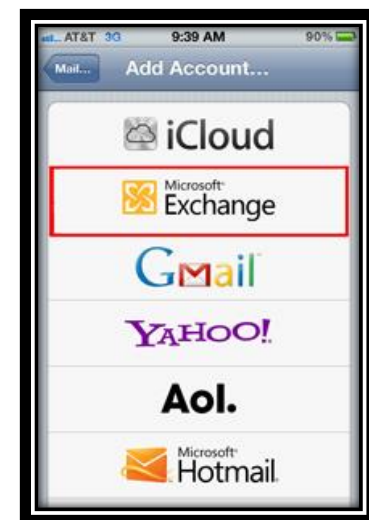
Step 3

Choose the option to **Add Account**.



Step 4

Tap the **MS Exchange** option.



If you need support connecting your Century e-mail to your mobile device, it is recommended that you contact your phone company or device manufacturer directly. Century College does not provide direct technical support to student personal devices.



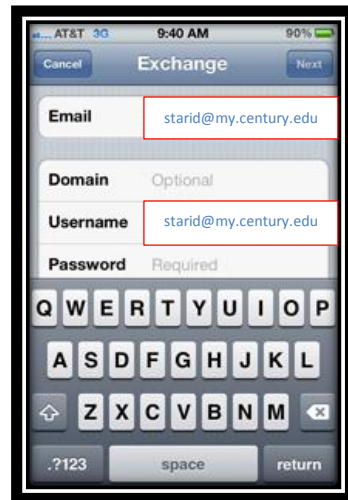
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Step 5

On the next screen, do the following:

- Enter your e-mail address
- In the **Server** option, enter **outlook.office365.com**
- If your phone has a separate line for **Domain**, leave it blank
- Make sure your **Username** is your full Century e-mail address (i.e. starid@my.century.edu)
- Enter your Century **Password**
- Choose a **Description** for the account on your phone
- Tap **Next**



Step 6

Choose your basic sync settings, and tap **Save**.

That's it!