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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**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.com/my.century.edu

**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!

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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, iPhone 4, 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.

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Step 5
On the next screen, do the following:

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

Step 6
Choose your basic sync settings, and tap Save.
That’s it!

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.