

Title: Adding a WCTC Student Email Account to an Apple Device

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| Keywords: | Email | Apple | Iphone | Ipad |
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Add a WCTC Office 365 Student Email Account to an Apple Device

Exchange Account

1. Tap **Settings > Mail, Contacts, Calendars > Add Account**.
2. Tap **Microsoft Exchange**.
3. You don't need to enter anything in the **Domain** box. Enter the information requested in the **Email, Username, and Password** boxes. You need to enter your full e-mail address in the **Email** and **Username** boxes (username@my.wctc.edu).
4. Tap **Next** on the upper-right corner of the screen. Your iPhone will try to find the settings it needs to set up your account. Go to step 7 if your iPhone finds your settings.
5. If your iPhone can't find your settings, in the **Server** box, enter your server name, which is **m.outlook.com** and then tap **Next**.
6. Choose the type of information you want to synchronize between your account and your device, and then touch **Save**. By default, Mail, Contacts, and Calendar information are synchronized.

POP or IMAP

(We recommend that you set up an Exchange account on your device instead of using a POP or IMAP account. When you set up an Exchange account, you'll be able to access and synchronize your e-mail, calendar, and contacts. If you already have a configured Exchange account and your device does not allow multiple Exchange accounts, use IMAP or POP)

1. Tap **Settings > Mail, Contacts, Calendars > Add Account**.
2. Tap **Other**.
3. In the **Name** box, enter your full name.
4. In the **Address** box, enter your full e-mail address (username@my.wctc.edu).
5. In the **Password** box, enter your password, and then tap **Save**.
6. Tap either **IMAP** or **POP**. We recommend IMAP because it supports more features.



7. Under **Incoming Mail Server**, in the **Host Name** box, enter your incoming server name, which is:

POP setting

Server name: pod51000.outlook.com

Port: 995

Encryption method: SSL

IMAP setting

Server name: pod51000.outlook.com

Port: 993

Encryption method: SSL

8. In the **User Name** box, enter your full e-mail address (username@my.wctc.edu). In the **Password** box, enter your password.
9. Under **Outgoing Mail Server**, in the **Host Name** box, enter your outgoing server name, which is
Server name: pod51000.outlook.com
Port: 587
Encryption method: TLS
10. In the **User Name** box, enter your full e-mail address (username@my.wctc.edu). In **Password**, enter your password.
11. Tap **Save**.