Connecting Your Student Email To Your Mobile Phone or Device

Connecting your Student E-mail Account to your Mobile Phone or Device will help you in keeping up with documentation from and to your Instructor (s), other Students, and Faculty of Wallace Community College.

1. This can be as easy as downloading the Outlook App from your App store and logging in with your email credentials

OR

The following steps in this Help Document will guide you through setting up your mobile phone or device.

1. How to connect your Student E-mail Account to your Mobile Phone or Device:

   a. Click on **Office 365 Settings**.

   b. Once the **Office 365 Setting** dropdown list appears, Click on **Options**.
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c. Under Options, click on GENERAL, and then click on Mobile devices.

d. In your Mobile devices page, click on Learn more.

e. You will receive a pop-up Blocker Options notification. Click on Options and click Allow pop-ups for outlook.office365.com.

f. You should see the Support- Office.com dialog box open. Click in the search text box and type “Phone and tablet reference”, and click on search.
g. Scroll down and click on one of the following:
   i. Go to: Set up and use Office 365 on your phone or tablet.

   ii. Click on Setup instructions link.

2. For Setup instructions link, you should see a list of devices.

   a. Click on the link Set up email on________. For example, if you use a Android device, you would click on the Set up email on an Android phone or tablet link located under Android.

   b. If you scroll down to Set up Microsoft Exchange email on ________, you will see a list of instructions that will help you in setting up your device. For example, If you have a Android, you would scroll down till you see Setup Microsoft Exchange email on an Android and follow the instructions listed.

You can find more information about Microsoft Office 365 for Student Email at the following links:

- Mobile devices FAQ.
- Help with selecting mobile device using Outlook Web App for Office 365 Help.
- For more Student Email Information go to: How To Documents