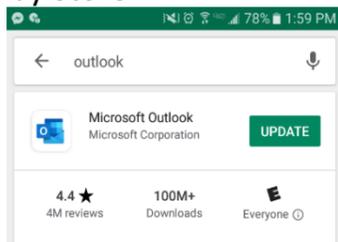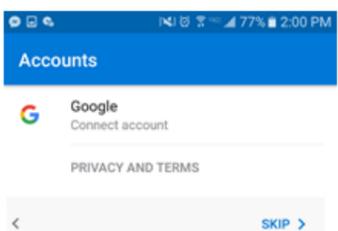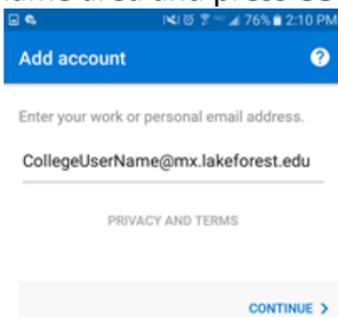# Connecting to College Email

Android Devices:

1. Download the Outlook app from the Play Store

2. Open the Outlook app and **SKIP** the Google account page.

3. Enter your college email address (with the "mx") in full in the username area and press **CONTINUE**.
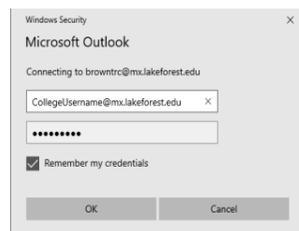
4. Enter your college email password in the password area. Press **Sign In** and go through the set up process.
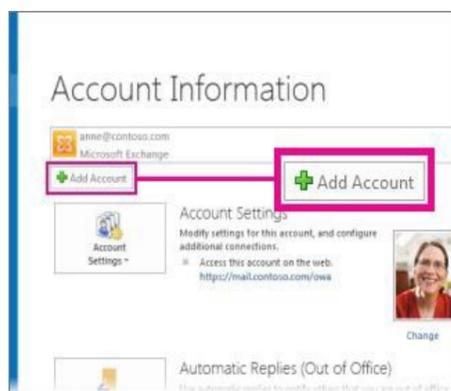
PC Laptop – Outlook:

1. Open Outlook 2016 or Outlook 2019. When the Outlook opens, use your school email and password to log-in, select **OK**.

2. If the Wizard didn't open or you want to add an additional email account, on the Outlook toolbar select the **File** tab.
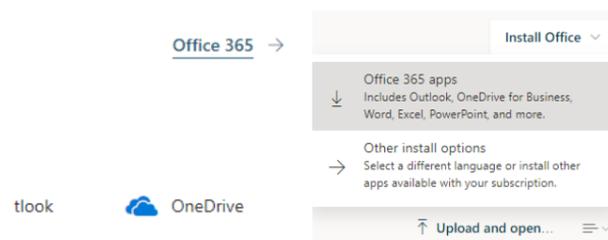
3. Select **Add Account**.

4. Enter your college password in the password area. Press **Sign In** and go through the set up process.

Mac – Outlook for Mac:

1. Log in to your **Office 365** account. Click the **Office 365 button**, once the new window opens, click on **Install Office, Office 365 apps**.

2. Once the download has completed, open **Finder**, go to **Downloads**, and run the **Microsoft_Office_Installer.pkg**. Follow the installation process. Enter your Mac login password to complete the installation.

3. Once the installation is complete, use the **Launchpad** to find **Outlook** app, and open it. **Sign In** using your college login (with the "mx") and password.

4. You can add more email accounts to the Outlook, for that press **Add Another Account**. If you are done, press **Done**.
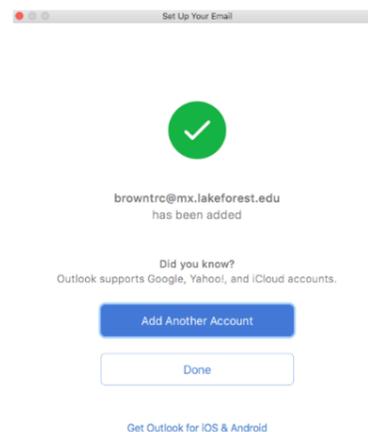
5. Now your Outlook is ready for use. Remember that Office 365 also includes Word, Excel, and other office apps that are now available on your Mac.

Microsoft Exchange on iPhone/iPad:

1. Select **Settings**.
2. Select **Passwords & Accounts**.
3. Select **Add Account**.
4. Select **Microsoft Exchange**.
5. Enter your Lake Forest email address (login@mx.lakeforest.edu) and password. You may also add a description to the account if you would like.

6. Your iOS device will now try to locate your Exchange Server.
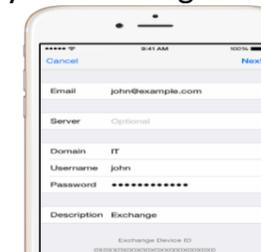
7. Choose which content you would like to synchronize: Mail, Contacts, and Calendars.

8. Select Save when finished and your Lake Forest email should be set up on your smart phone.

Note: To modify your exchange settings, select Settings, select Mail, Contacts, and Calendars, select your Exchange account and then select Account Info.
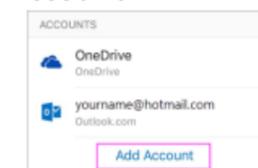
Outlook on iPhone/iPad:

1. Download and/or open **Outlook for iOS** from Apple Store. Open it.
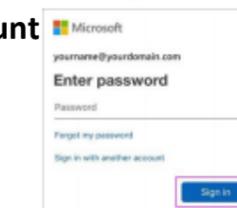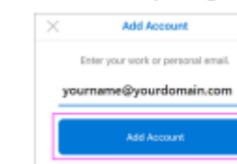
2. Tap the menu icon the upper left corner.

Tap **Settings** > **Add Account** > **Add Email Account**.

3. Type your full email address (with the "mx"), then tap **Add Account**.

4. Enter your email account password and tap **Sign In**.

5. If **2-step verification for Office 365** is enabled, verify yourself using the method you set up (6 digit code, phone call, or using the Microsoft Authenticator app.)

6. Tap **Yes** or **Allow** if you want to give Outlook permission to sync calendar, contacts, etc.