

Adding Office 365 Student Email to Your iPhone or iPad

Open your **Settings** app

Tap on **Passwords & Accounts**

Tap on **Add Account**

Select **Exchange / ActiveSync** (whichever is listed on your device)

Enter your Richland email address & tap **Next**

When asked if you want to sign in to your “richland.edu” account, click on **Sign In**

Enter your Richland NetID password and click on the **Sign In** button

Click on the **Save** button to finish adding your account

Adding Office 365 Student Email to your Android Device

Open your **Settings**

Open your **Accounts**

Tap on the **Add Account** button

Select the **Microsoft Exchange / Active Sync / Corporate** (whichever is listed on your device)

Enter your Richland email address

Enter your Richland NetID password

Click on the **Sign In** button

Click on the **Next/Done** button to finish adding your account

Some versions of iOS & Android cannot properly detect all of the settings required to connect to Office 365. If your device fails to set up your account automatically, verify the settings listed below:

Domain\username: *YourRichlandEmailAddress*

Server: outlook.office365.com

If your device refuses to connect, please visit the Online Learning Help Desk or contact us at 217-875-7211 x6376 (ochelp@richland.edu) for assistance!