Setting up mobile phones to receive emails.

This help aid provides the required information to configure your smart phone to receive email from your employee Stark State College email account. Both Apple and Android configurations are presented below.

Note: Each phone has a different configuration interface, but the information you provide will remain the same.

**Apple device(s)**

1. Press the **Settings** icon (reference figure 1).
2. Select the **Mail, Contacts, Calendars** link (reference figure 2).
3. Select the **Add Account** link (reference figure 3).
4. Choose **Microsoft Exchange** (reference figure 4).

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**Figure 1**

**Figure 2**

**Figure 3**

**Figure 4**
The Verify Exchange account information screen displays (reference figure 5).

1. Email: Enter your full email address.
2. Server: Enter mail.starkstate.edu
3. Domain: Enter: SSCT
4. Username: Enter your username. Your username is your first initial, your entire last name, two digit month, two digit day of your birthday.
5. Password: Enter your Email password.
6. Description: Enter a description for the email account.

The Select info to synchronize using Exchange screen displays (reference figure 6).

1. Select which information you would like to have synchronized for Mail, Contacts, and Calendars by moving the slider button.
2. Press the Save button.

This concludes the process for setting up email on an Apple device.
Android device(s)

1. Open the Applications icon and click on the Email icon (reference figure 7).
2. The Account setup window displays. Enter your full email address in the Email address box (reference figure 8).
3. Enter your password in the Password box (reference figure 8).
4. Click the next button (reference figure 8).
5. The account type window is displayed. Select Exchange as the account type (reference figure 9).

The Account setup window displays requesting further account information.

1. In the Domain\Username box, enter ssct\username.  
   
   *Your username is your first initial, your entire last name, two digit birth month and the two digit day of your birthday.*

2. In the Password box, enter your password.

3. In the Server box, enter: mail.starkstate.edu

4. Press the Next button.
Note: The mail server would like to remotely control some security features on your device.

If you do not want to allow the mail server to remotely control some security features, press the Cancel button. You will not be able to receive your faculty email on your phone.

Press the OK button to allow the mail server to remotely control some security features on your device and to finish setting up the account (reference figure 11).

The account settings page displays (reference figure 12).

1. Choose the desired account settings by checking the check box next to the description.
2. Press the Next button and the account setup window is displayed.
3. Give the account a name (optional).
4. Press the Next button.
You are then informed of all of the security features the mail server would like to remotely control. Please read over the list carefully (reference figure 14).

![Figure 14](image)

Press the **Activate** button. The email account is then set up on your device (reference figure 14).

This concludes the help aid.