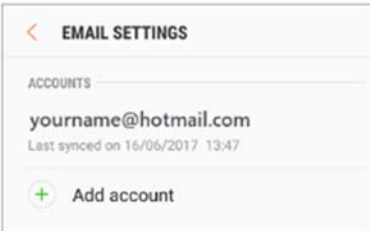


Instructions for setting up your student email on your phone.

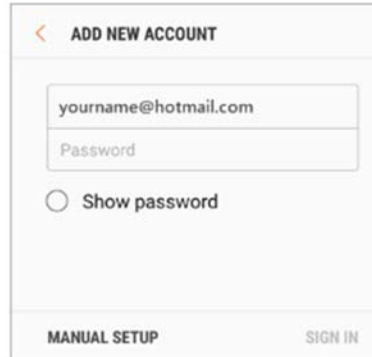
Open the Samsung Email app and tap **Add Account** if it's your first time.

Or, go to **Settings** in the app > **Add account**.

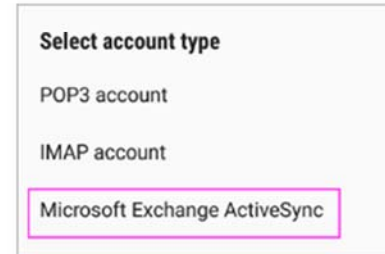


Enter your email address and password. Tap **Sign in**.

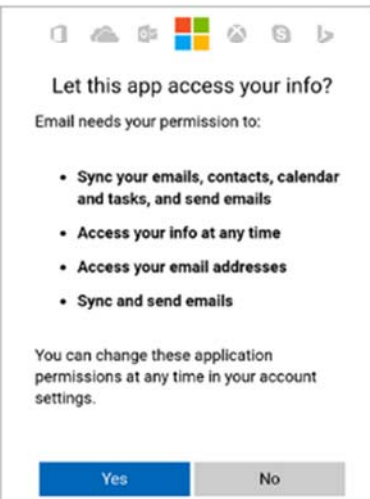
Note: If the email app detects your provider, you may be redirected to a different sign in screen.



If you're prompted to select account type, choose **Microsoft Exchange ActiveSync** to sync contacts and calendars.



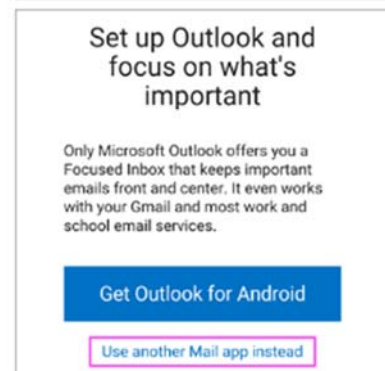
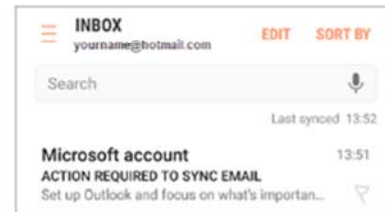
Tap **Yes** or **Ok** to confirm settings and permissions. What you see may vary depending on what kind of account you're setting up.



If you've turned on **two-step verification**, you'll verify your identity with your chosen method.

Syncing email, calendar, contacts, and tasks may take a few minutes.

If you see an email that says "**Action Required to Sync**," open it and tap **Use another Mail app instead**. If you don't see this message, skip this step.



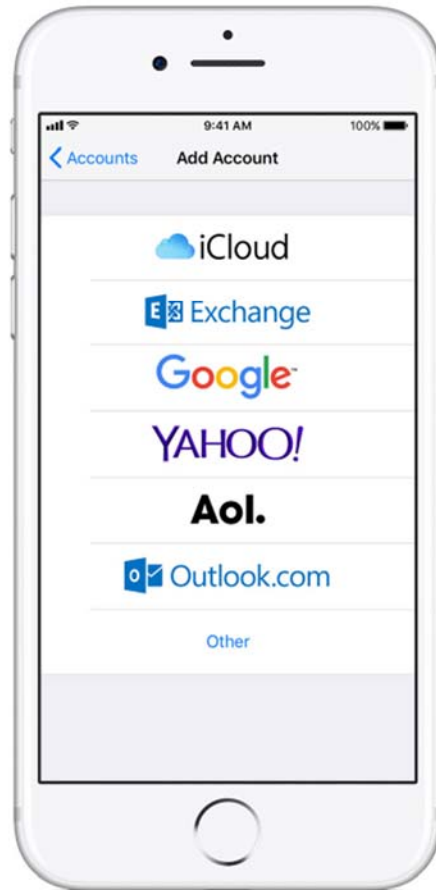
If you are not able to successfully add your email account to your phone you can call the IT Help Center at 509-865-8579 or you can bring your phone in.

Instructions for setting up your student email on your phone.

Set up your email account automatically

If you use an email provider like iCloud, Google, or Yahoo, Mail can automatically set up your email account with just your email address and password. Here's how:

1. Go to Settings > Accounts & Passwords and tap Add Account. If you're using iOS 10.3.3 or earlier, go to Settings > Mail > Accounts and tap Add Account.
2. Tap your email provider. If you don't see your email provider, tap [Other to add your account manually](#).
3. Enter your email address and password.
4. Tap Next and wait for Mail to verify your account.
5. Choose information from your email account, like Contacts or Calendars, that you want to see on your device.
6. Tap Save.



If you are not able to successfully add your email account to your phone you can call the IT Help Center at 509-865-8579 or you can bring your phone in.