How-to:
Setup Your Rollins Email on Your Mobile Phone

iPhone

Android

iPhone Setup

1. Go to "Settings"

2. Select "Mail, Contacts, Calendars"

3. Select "Add Account…"

4. Select "Microsoft Exchange"

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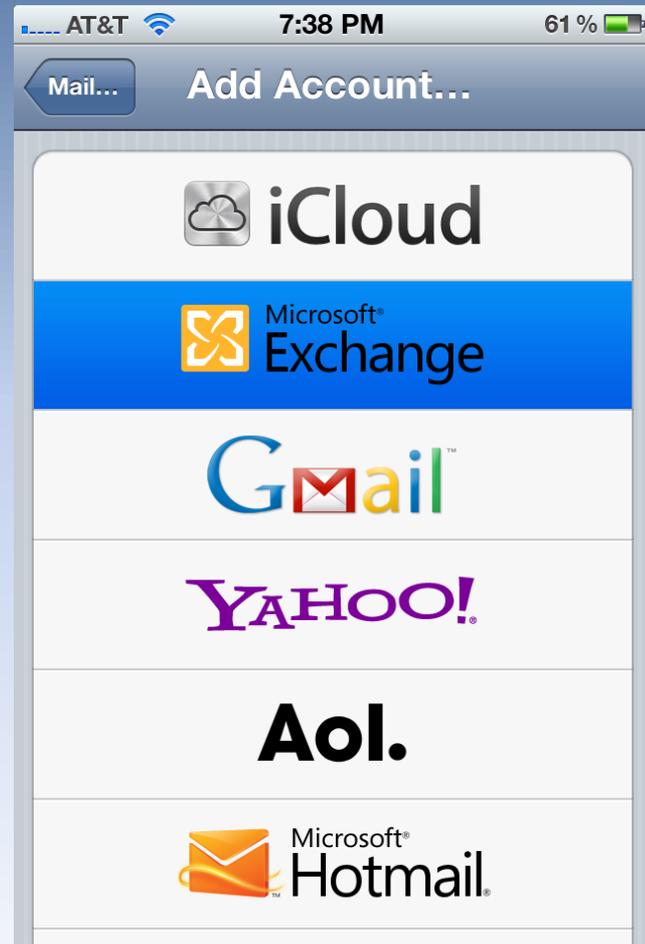
iPhone Setup

1. Input your email address in both the Email and Username fields

2. Input your password

3. Hit Next

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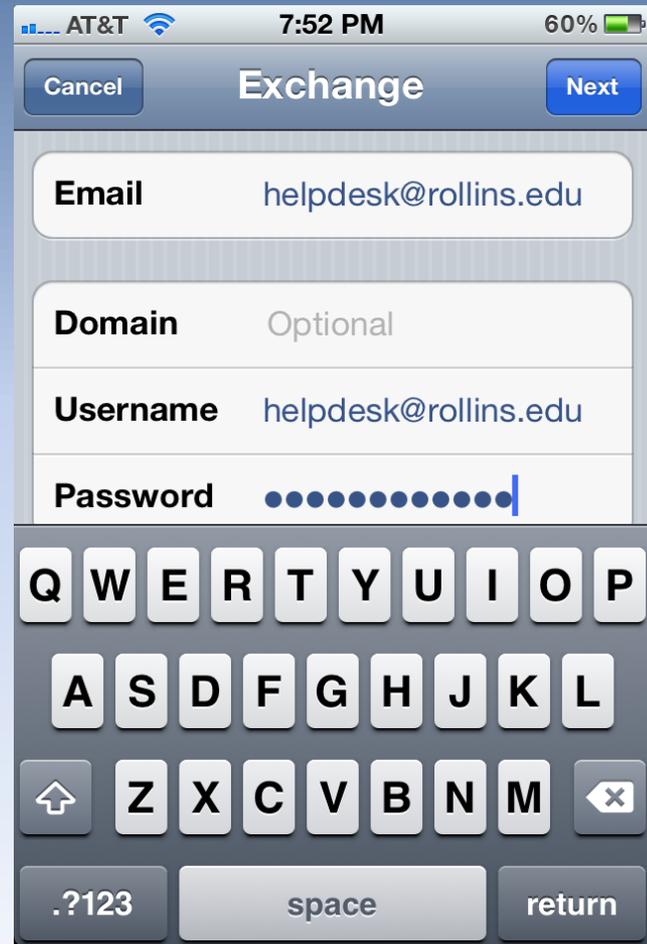
iPhone Setup

1. When the server field appears:
   - Students, enter m.outlook.com
   - Faculty/Staff enter webmail.rollins.edu
2. Hit Next

Back   Continue

iPhone Setup

1. Choose the items you would like to sync
2. Hit Save
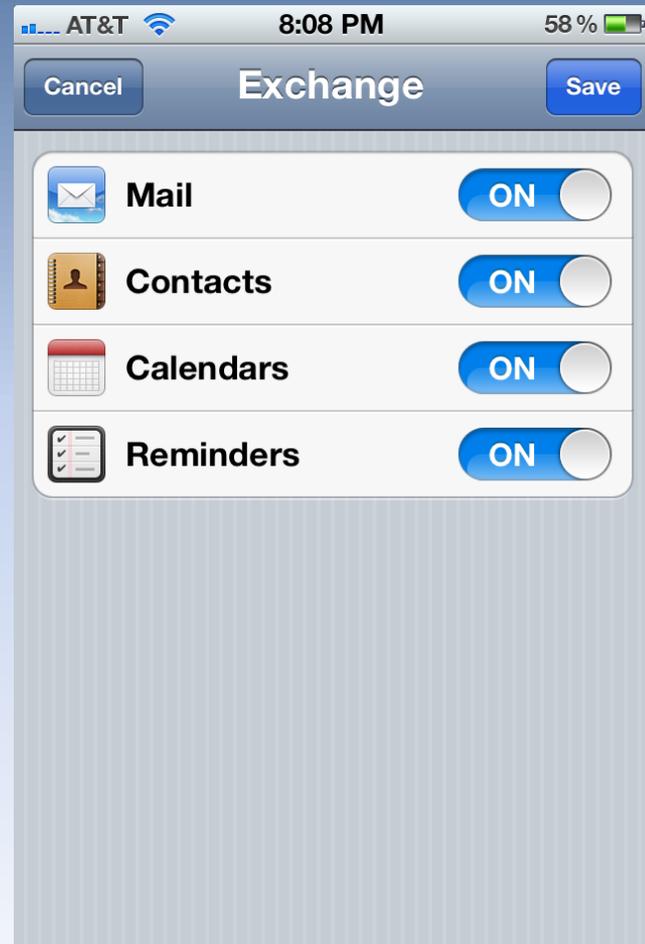
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Android Setup

1. Select "<u>Add new email account</u>"

2. Select Exchange account or Exchange ActiveSync*

3. The following options may appear in different order

*Note you cannot have more than 1 exchange account on an Android phone

Inside the phone screenshot:

16:30

Add new email account
What type of account is this?

POP3 account

IMAP account

Exchange account

Back   Continue
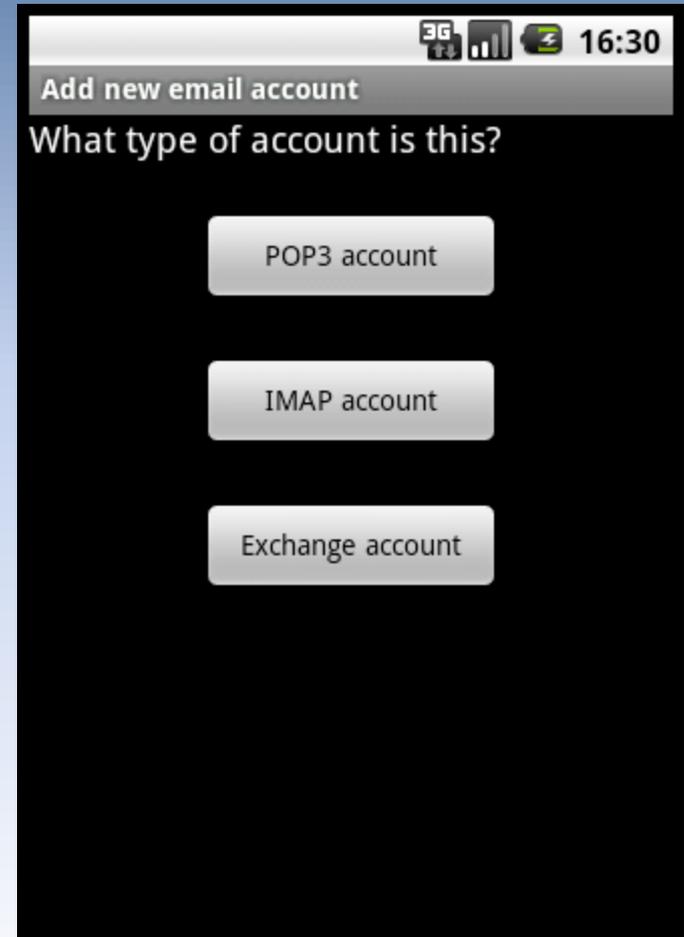
Android Setup

1. Enter your full Rollins email address for the email and username fields, if applicable

2. Enter your password

3. In the server field :
   - Students, enter m.outlook.com
   - Faculty/Staff enter webmail.rollins.edu

4. Select Next

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