

iPhone/iPad:

1. Tap **Settings**.
2. Choose **Passwords & Accounts**.
3. Choose **Add Account** and then tap **Exchange** to add a new account or—if you already have SCC account and want to modify it--choose **Exchange** and then tap **Account** if you want to modify your existing SCC email account.
4. Fill out required fields using the following:

Email: starid@minnstate.edu

Username: *YourStarID@minnstate.edu*

Password: *YourStarIdPassword*

Server: outlook.office365.com

5. Click **Done** to confirm changes.

Android phone/tablet:

1. Tap **Settings**.
2. Choose **Accounts**.
3. Choose **Microsoft Exchange Active Sync/Active Sync**.
4. Remove your current SCC email account.
5. Choose **Add Account** and then tap **Microsoft Exchange Active Sync/Active Sync** to add a new account, and then fill out required fields using the following:

Email: starid@minnstate.edu

Username: *starid@minnstate.edu*

Password: *YourStarIdPassword*

Server: outlook.office365.com

6. Click **Done** or **Next** to confirm changes.