For iOS devices (iPad, iPhone)

**Step 1:** Using any apple device with at least software version 2.0 or later, tap the **Settings** button.

**Step 2.** Select Mail, Contacts, Calendars
iOS Devices (iPad/iPhone) -- Initial ActiveSync Setup – Exchange Online (Office 365)

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Step 3. Select Add Account

Step 4. Select Exchange
Step 5.

a) **In the email field, enter the user name for your network account with “@nvcc.edu”**

b) Enter your password.

c) Click Next

**If your network account starts with “nv” then enter nvusername@nvcc.edu when prompted for your email address.**

If you are prompted for a username and server, enter the following:

User Name: username@nvcc.edu or nvusername@nvcc.edu

Server: outlook.office365.com

Step 6. You will be presented with a screen to synchronize your mail, contacts, calendars, reminders and notes. After selecting your preferences, click the Save button.
Step 7. While in the Settings Menu, you should verify that SSL is enabled.

a. Select **Mail, Contacts, Calendars**, and then select **Exchange**.

b. Select your @nvcc.edu account and then Advanced Settings. By default, SSL should be enabled. If not, you will need to turn on SSL to access your NVCC email.

![SSL Enable](image)

Step 8. You may now access your college email from your iPhone or iPad. It is highly recommended that you connect to a Wi-Fi network BEFORE opening mail for the first time.

![College Email Access](image)