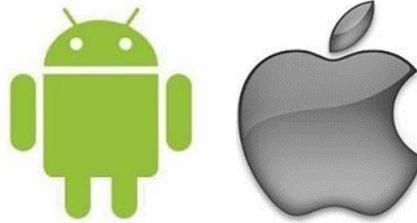


## Setting Up Your phone or tablet for VCOM email



The following article below provides step-by-step instructions to configure your Microsoft Exchange email account on your phone using the Activesync technology.

*Note: This article is a general guide. The steps may vary depending on the platform and version of OS that you are running.*

1 - Select the **email** icon on your phone.

- If you don't have an email account setup you will be prompted to add one automatically.
- If you already have an email account setup, while in the email app select, **Menu** which brings up email settings and select **add account**.

2- Enter your **email@vcom.edu** email address and your **VCOM email password** then select **Next**. This should trigger auto-discovery, which will automatically set up the necessary settings to connect to the appropriate server. This step may take several minutes, so please be patient. If Auto-discovery does not work, use the settings below. Again, the placement or exact wording of the field might vary depending on which platform and OS version you are using.

**Email address:** your VCOM email address, in [username@vcom.edu](mailto:username@vcom.edu) format, where username is your VCOM ID).

**Domain\username:** vcom\username if you are still on the on-premise Exchange server, or [username@vcom.edu](mailto:username@vcom.edu) if your account has moved to office365.

**Server:** mail.vcom.edu if you are still on the on-premise Exchange server, or [outlook.office365.com](https://outlook.office365.com) if your account has moved to office365.

**Password:** Your normal VCOM password.

3- Make sure you have selected Exchange/Activesync selected as the account type.

4- There are typically other settings, such as frequency, peak times, folders to sync, etc that you can change based on your personal preferences. Once completed, your mail should start flowing!