



# ***Bellin College***

## ***IT Help Desk Guide***

### Syncing E-mail on iPhone

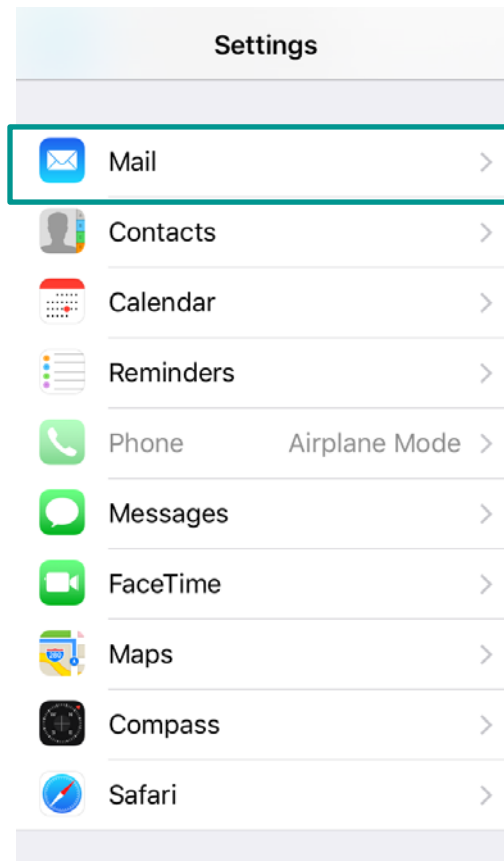
Instructions on how to sync e-mail on iPhone.

## Synching your Bellin Email Account with an iPhone, iPad, iPod Touch

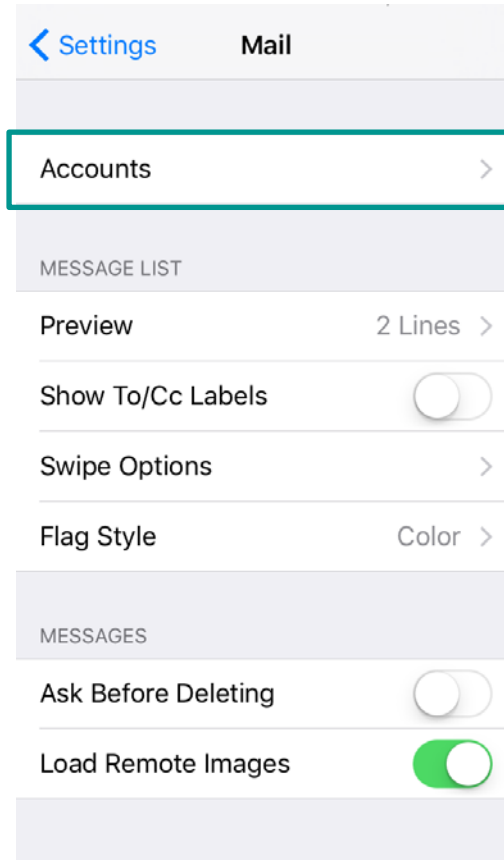
1. Look for the settings icon:



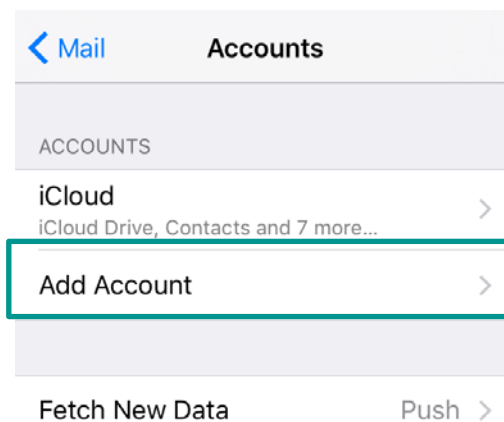
2. Then tap on Mail



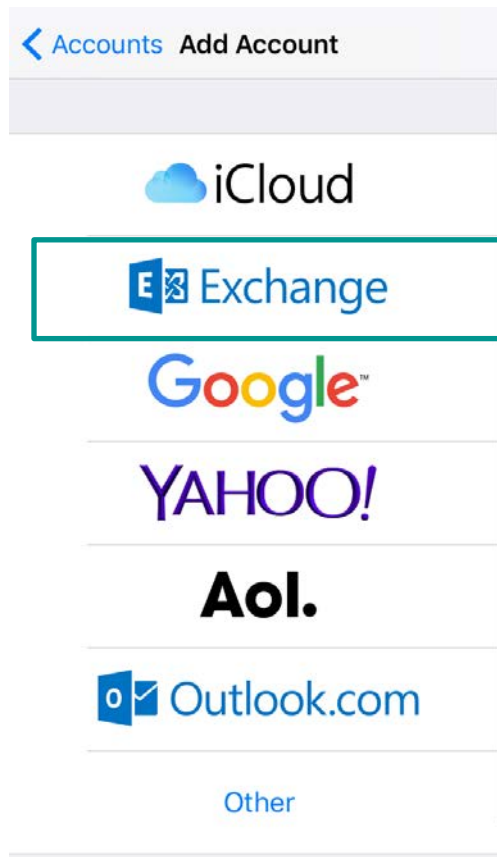
3. Then tap Accounts



4. Tap Add Account



5. Then tap Microsoft Exchange:



6. Then enter in your email address ([firstname.lastname@bellincollege.edu](mailto:firstname.lastname@bellincollege.edu)), your Bellin College Password, and the description you wish to call the account, i.e. Bellin College. Hit Next

Cancel Exchange Next

Email |email@example.com

Password Required

Description My Exchange Account

Exchange Device ID  
FL3RU0TDG96N3A50RRTLM9T77C

q w e r t y u i o p  
a s d f g h j k l  
↑ z x c v b n m ↵  
123 😊 space @ . return

7. More information will need to be provided. Enter the **server name**: mail.bellincollege.edu, **domain**: bcon, **username**: firstname.lastname. Then hit next. There should be check marks to the right of each box to signal you entered the information in correctly.

2:23 PM 100%

Cancel Next

Email

Server

Domain

Username

Password

Description

Exchange Device ID  
FL3RU0TDG96N3A50RRTLM9T77C

8. During the process you have an option to select what is synced to your phone too, select Mail and Calendar. You can also sync up your contacts and reminders too.

Once your account is set up, you can access it via the mail icon along with any other accounts you may have added.

