

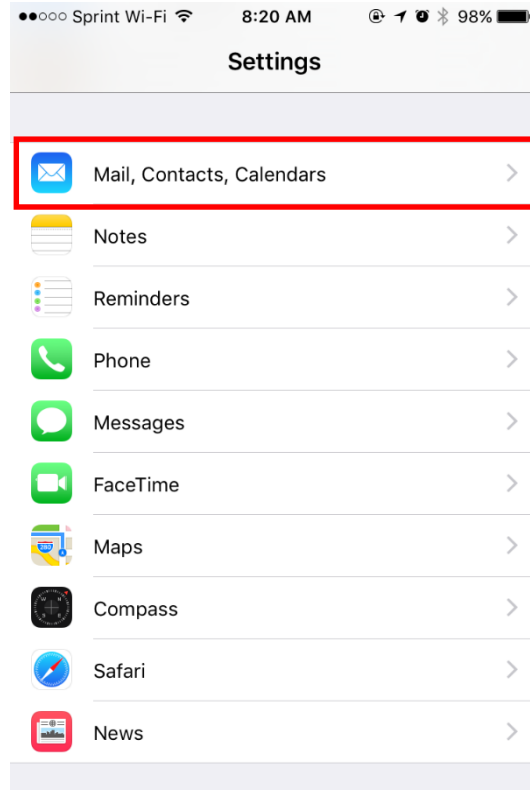
Adding Bellin College Alumni email to phone:

iPhone:

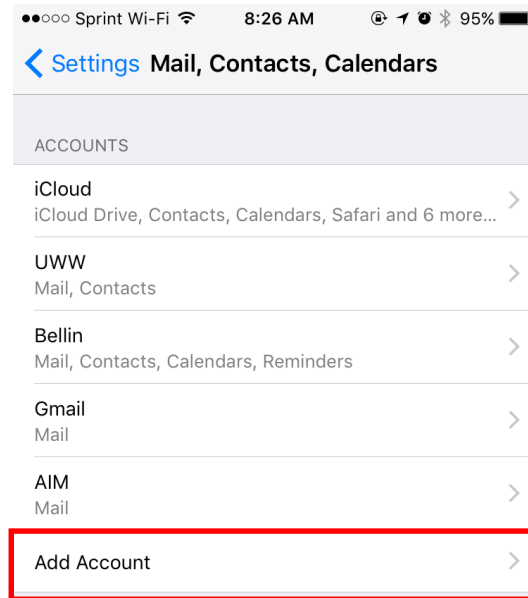
1. Look for **Settings** button:



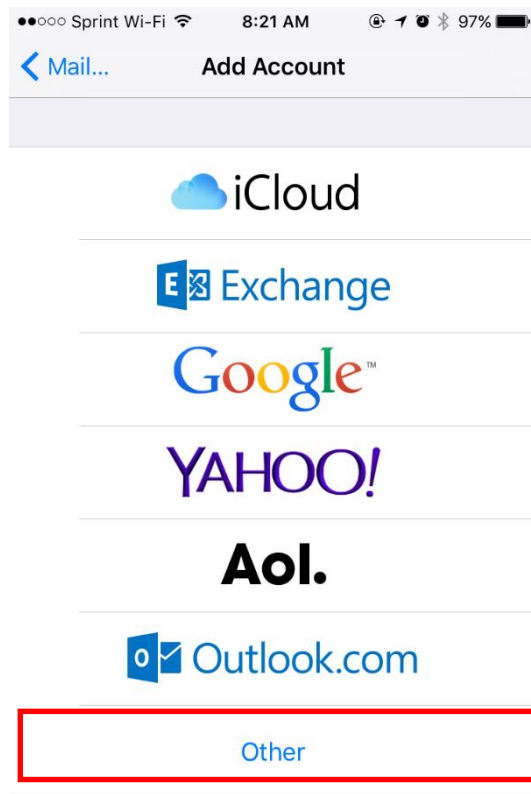
2. Find the settings for **Mail, Contacts, Calendars**:



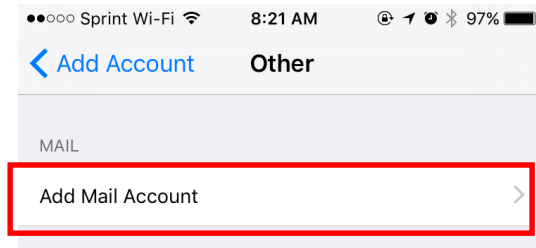
3. Click the **Add Account** button:



4. Click **Other**:



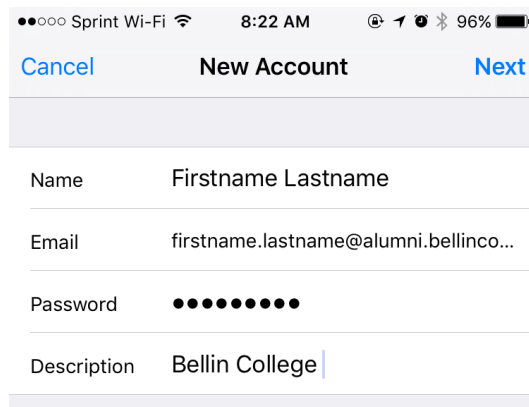
5. Select **Add Mail Account**:



6. Fill in the following information:

- a. **Name:** Your First name and Last name
- b. **Email:** [firstname.lastname@alumni.bellincollege.edu](mailto:firstname.lastname@alumni.bellincollege.edu)
- c. **Password:** Bellin College Alumni Email password
- d. **Description:** Whatever you want to name the Email Account

Then click **Next**



7. Fill in the remaining information:

a. Incoming Mail Server

- i. Host Name: outlook.office365.com
- ii. User Name: firstname.lastname@alumni.bellincollege.edu (your Alumni email address)
- iii. Password: Bellin College Alumni Email password

b. Outgoing Mail Server

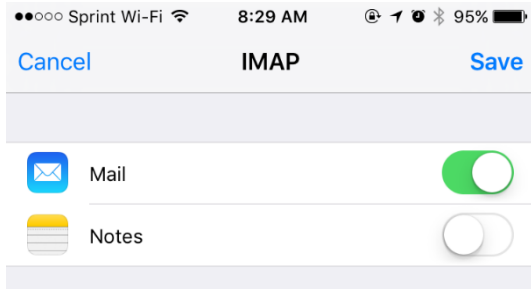
- i. Hostname: smtp.office365.com
- ii. You can leave the User Name and Password blank for this section.

The screenshot shows an iPhone 'New Account' setup screen. At the top, the status bar displays 'Sprint Wi-Fi', '8:28 AM', and '95%' battery. Below the status bar are three buttons: 'Cancel', 'New Account', and 'Next'. The main form is divided into several sections:

- Name:** Firstname Lastname
- Email:** firstname.lastname@alumni.bellinco...
- Description:** Bellin College
- INCOMING MAIL SERVER:**
  - Host Name:** outlook.office365.com
  - User Name:** firstname.lastname@alumni.bellinco...
  - Password:** (masked with 10 dots)
- OUTGOING MAIL SERVER:**
  - Host Name:** smtp.office365.com
  - User Name:** Optional
  - Password:** Optional

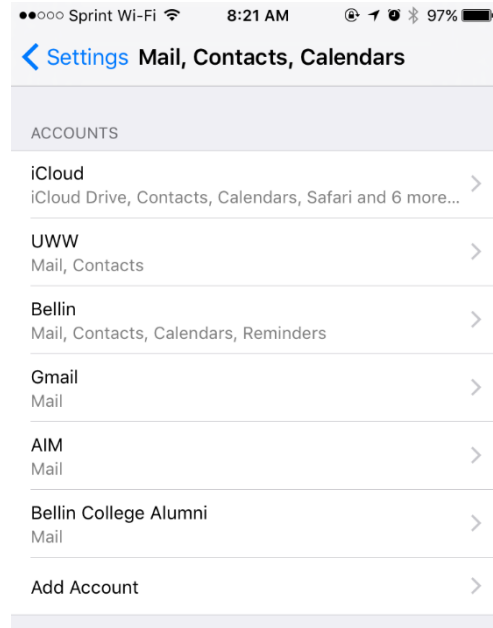
Then click **Next**

8. Hit **Save**

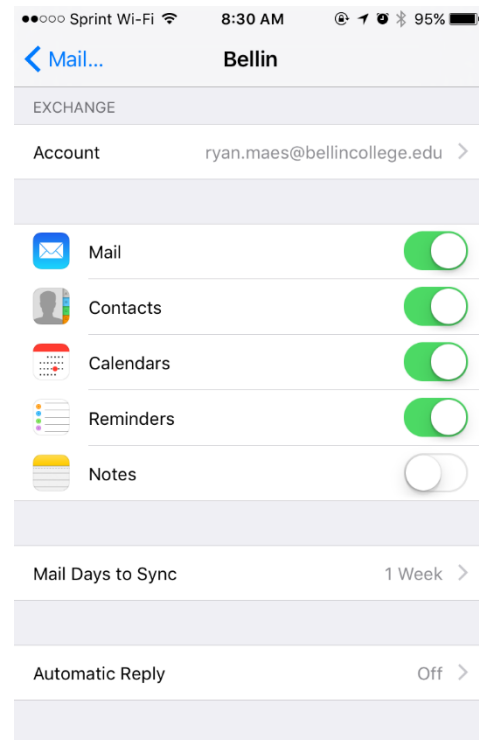


To delete a previous email (The old Bellin College email account)

1. Click the **email account** you wish to delete:



2. Scroll to the bottom and click **Delete Account**



Delete Account