

## Setting Up Logan Email on an Apple Device

1. Go into Settings
2. Choose “Mail, Contacts, Calendars”
3. Choose “Add Account...”
4. Choose “Exchange”
5. Enter your Logan email address and password
6. Press the “Next” button
7. If you receive checkmarks indicating success, tap save to complete setup. If not, continue to step 8.
8. Enter the server: m.outlook.com
9. Leave the Domain Field Blank
10. Enter your Email Address: (example: [jane.smith@logan.edu](mailto:jane.smith@logan.edu))
11. Press the “Next” button
12. You should receive checkmarks indicating success, tap save to complete setup.
13. Exit the Settings on your iPhone
14. Open the Mail app to see your Logan email account

## To Delete Your Account on an Apple Device

1. Go to Settings
2. Choose “Mail, Contacts, Calendars”
3. Select your current Logan account (by default named “Exchange”)
4. Click the “Delete Account” button at the bottom of the page

# Setting Up Logan Email on an Android Device

Note: The steps listed below may be different for each manufacturer.

1. Go into the Settings on your Android Device
2. Select “Accounts”
3. Select “Microsoft Exchange ActiveSync”
4. Enter your Logan email address and password
5. Select “Manual Setup” if available. If not, select “Next”
6. Server is: m.outlook.com
7. Domain\Username is your email address (example: [jane.smith@logan.edu](mailto:jane.smith@logan.edu))
8. Press the “Next” button to create your account
9. If prompted with “Remote Security Administration” tap Ok
10. Exit the settings
11. Open Mail to see your Logan email account

## To Delete Your Account on an Android Device:

Note: The steps listed below may be different for each manufacturer

1. Go into the Settings on your Android Device
2. Select “Accounts”
3. Choose your current Logan account
4. Click the Delete Account Button