

Setting Up Logan Email on an Apple Device

1. Go into Settings
2. Tap “Accounts & Passwords”
3. Tap “Add Account”
4. Tap “Exchange”
5. Enter your Logan email address and a description then tap "Next".
6. Tap "Sign In" on the pop up you receive.
7. Enter your password on the Microsoft authentication page and tap "Sign in".
8. If you receive checkmarks indicating success, tap save to complete setup. If not, continue to step 9.
9. Enter the server: m.outlook.com
10. Leave the Domain Field Blank
11. Enter your Email Address: (example: jane.smith@logan.edu)
12. Press the “Next” button
13. You should receive checkmarks indicating success, tap save to complete setup.
14. Exit the Settings on your iPhone
15. Open the Mail app to see your Logan email account

To Delete Your Account on an Apple Device

1. Go to Settings
2. Tap “Accounts & Passwords”
3. Select your current Logan account (by default named “Exchange”)
4. Tap 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)
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