

BMCC is migrating its email servers to Office 365. Users are experiencing some issues with their Outlook clients and IT is addressing them. Here are a few tips in the interim:

- If you are receiving a message to restart your outlook, please close outlook and restart it.
- If you are being asked to login, your password is your computer login password. You may be asked to restart outlook again, and then it will start updating your email information.

Smart Phone connection:

- Below are instructions for setting up email on a smart phone.
- Use your full email address and password.
- Server name: outlook.office365.com

For webmail access:

- Go to outlook.office365.com
- Enter your email address and password

If you are having problems with your outlook, please don't hesitate to call the helpdesk at x5827 or 541-278-5827.

Android: Set up email

After you set up your Office 365 email account, set it up on your Android device using your native email app.

Note: You can also access your Office 365 email through the Microsoft Outlook app. For more information, see [Outlook app on Android: Set up email](#).

Note: There are many different versions of Android. We document the base version released by Google, so your device might have a slightly different set of fields.

1. Tap **Settings**.
2. Tap **Accounts**.
3. Tap **Add Account**.
4. Tap **Microsoft Exchange ActiveSync** or **Corporate**.
5. Enter your **Email address** and **Password**.
6. If you see a **Domain\Username** field, enter your full email address.

Note: If **Domain** and **Username** are separate fields, enter your full email address in **Username**, and leave **Domain** blank.

7. If you see a **Server** field, enter **outlook.office365.com**.
8. Tap **Next**.
9. To complete auto configuration, tap **Ok**.
10. Select the **Account options** you want to use. Selecting a longer sync period will show you more calendar information and email, and require more memory.
11. Tap **Next**.
12. Tap **Microsoft Exchange ActiveSync**, to see the display name for your email account. You can change the display name, here.
13. Tap **Next**, and you will see your inbox.

Your Office 365 email is now set up in your Android native mail app. To make sure you can send messages, compose an email and send it to yourself.

Apple iPhone and iPad: Set up email

After you set up your Office 365 email account, set it up on your Apple device using your native email app.

Tap **Settings**.

1. Tap **Mail, Contacts, Calendars**.
2. Tap **Add Account**.
3. Tap **Exchange**
4. Enter your **Email address and Password**.
5. Next
6. Select the items you want to sync
7. Save
8. Setup is completed

Your Office 365 email is now set up in your native mail app. To test your setup, compose an email and send it to yourself.