

Microsoft Outlook & Outlook Web App (OWA)

Faculty and staff are encouraged to use the web-based (OWA) version. The functionality is similar to the stand-alone Outlook client that you may have used in the past. You can access it here.

https://www.esu.edu/computing_communication_services/academic_computing/email_internet.cfm

Accessing email on your mobile device

ESU supports nearly any mobile device that is capable of using Office 365 or Microsoft Exchange (ActiveSync) email accounts. This includes the iPhone, most Android-based smartphones, and many others.

Generically, when setting up your email account on your device, the following settings may be required:

- **Account type:** Office 365, Exchange, Corporate, or Exchange ActiveSync
- **Username:** Your full ESU e-mail address (including @esu.edu)
- **Password:** If you haven't, you can set up a password <https://esu.edu/password>
- **Mail/Exchange server address:** outlook.office365.com

Please choose your device from the list below for step-by-step instructions for adding your ESU email account:

Apple Products

Sync Email on an iPhone

ESU supports the use of the iPhone for sending and receiving university email. In order to set up an iPhone with Office 365 email, you will need to use the following settings after selecting Exchange for the account type.

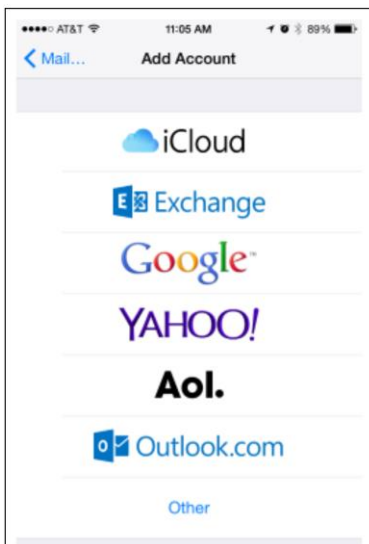
- **Account type:** Exchange
- **Email:** Your ESU password

iPhone Email Setup Walk-through

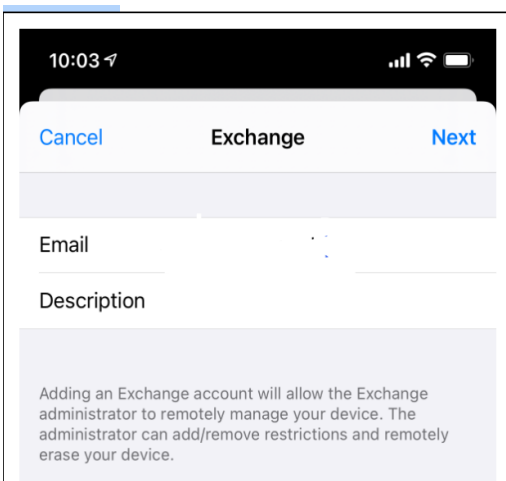
Follow these steps to set up your ESU email account on your iPhone:

**The screenshots below represent an iPhone. However Apple's iOS changes frequently. As such, your screens may look slightly different. If you hit an issue, a call to our helpdesk may save you some time (570-422-3789). Often a Google search is helpful, such as "O365 email on iOS [X]." Where X is your version of iOS.

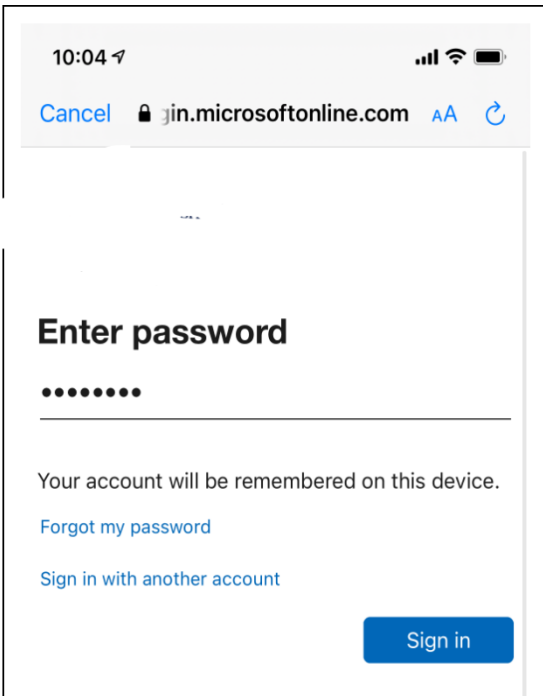
- From the home screen, tap on **Settings** and then on **Mail, Contacts, or Calendar**.
- Tap on **Accounts**.
- Choose **Add Account**.
- Select **Exchange** from the list of account types.



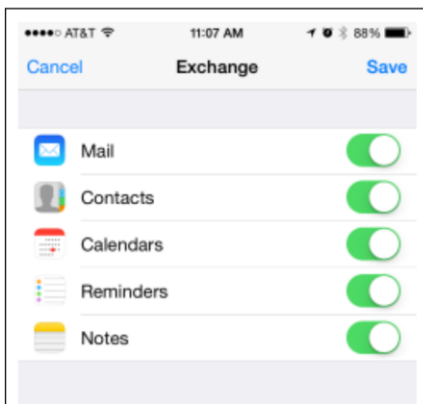
Enter your ESU email address designated fields. Tap on **Next** when finished.



Then, tap on **Sign in**.



You will be prompted to select the items you would like synced from your email account. If there are any items you do not wish to sync, deselect them. When finished, tap on **Save** and your account will be added.



Your account will now synchronize with your iPhone, which will take several minutes. Within a few minutes, you should be able to see email messages.

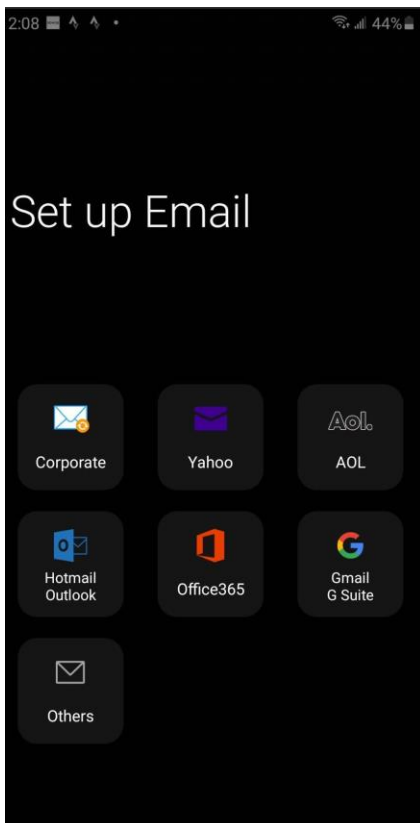
Android Products

ESU supports the use of most Android phone for sending and receiving university e-mail.

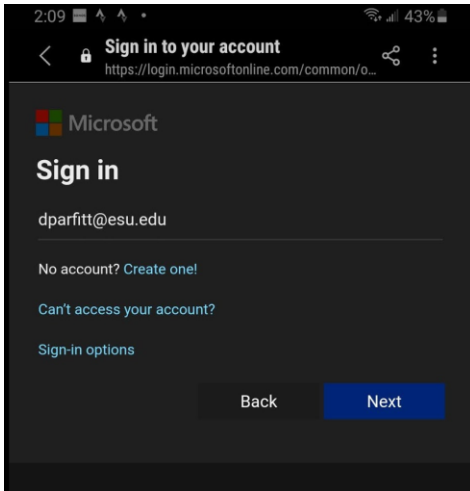
Android's default e-mail setup walk-through

***Note that the screenshots below represent a Samsung Android-based smartphone.*

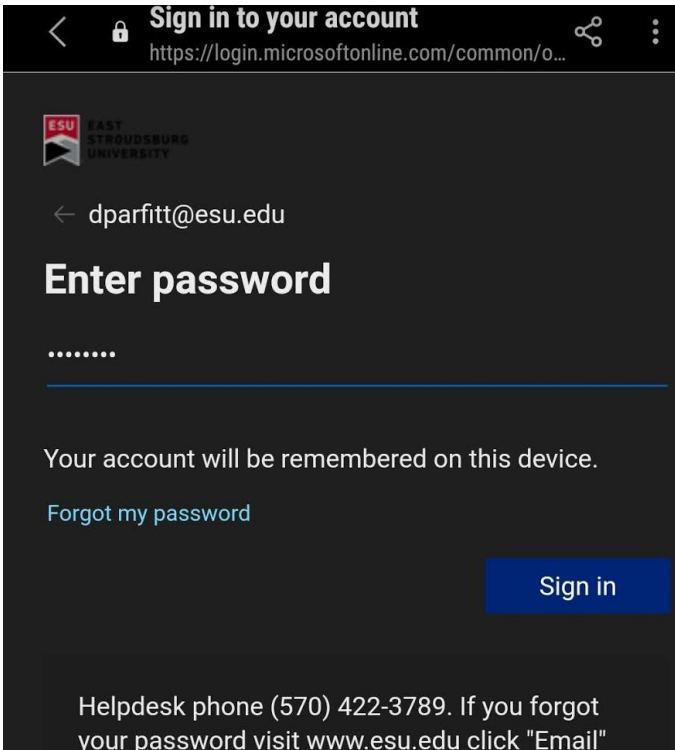
- Search for Email on your phone and launch it.
- Pick the Office365 icon.



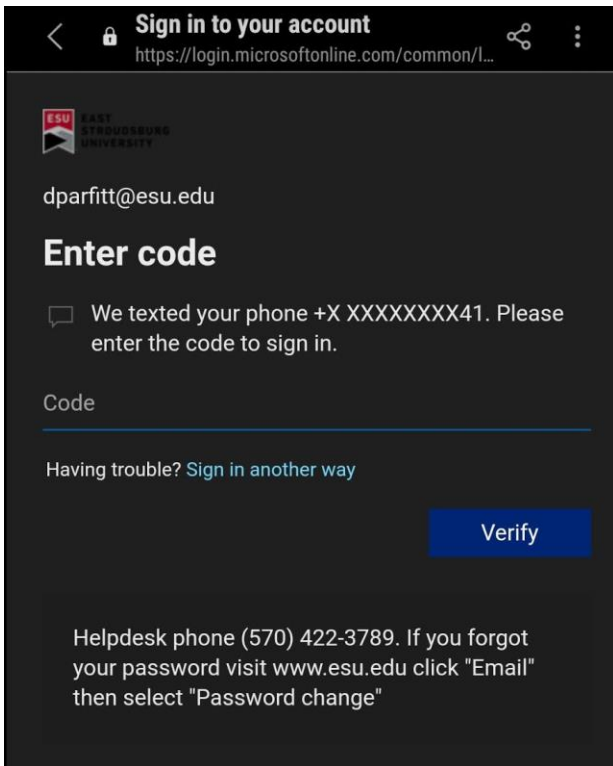
- Fill in your ESU email and hit Next.



- Put in your password.



- You will have to check your phone if you already setup MFA; otherwise, you will be asked to set that up if it is your first time using the ESU email.



That should be all you need to do. But, as mentioned there are a lot of different types of phones and each type gets many operating system updates, so screens may change. Our helpdesk can assist you if you hit an issue. 570-422-3789.