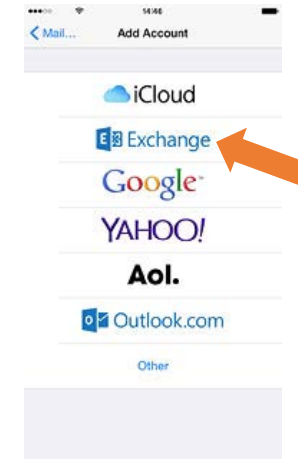
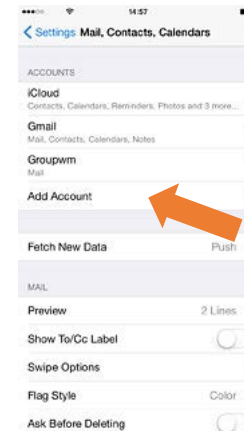




1. Go to **Settings** on your iPhone.
2. Choose **Mail, Contacts, Calendars**.
3. Delete your current College Account, then Tap on **Add Account...**
4. Tap on **Microsoft Exchange**.



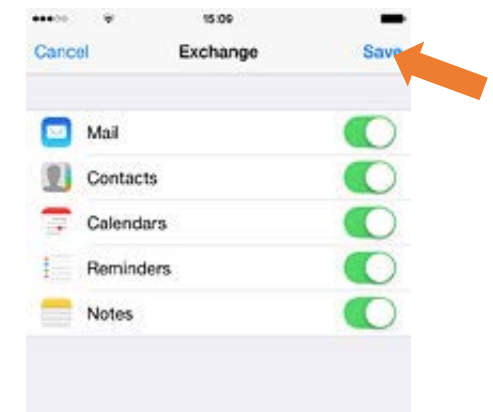
5. Enter your College email address in the **Email** and **Username** fields.

6. Enter your Office365 password in the **Password** field.



7. Choose the services (Mail, Contacts, Calendars and Reminders) you wish to sync by using the sliders, then tap **Save**.

8. Your emails can now be accessed through the Mail App.





ICT UPDATE: Sheldon College Staff and Students  
Revision: 27 September 2016

## Office 365 - Outlook for Mac OS Exchange Configuration

### OVERVIEW

The following instructions step through the process of configuring your Office 365 Exchange Online account with Outlook 2011 and 2016 for Mac OS X.

**This tutorial applies to the following operating system(s):**  
Mac OS

**Notes\*** - If you don't have Outlook 2016 Installed you can install from this link:

<http://portal.office.com/OLS/MySoftware.aspx>

If you have had a previous Sheldon College Email Account set up in Outlook you may be prompted with the following screen, update your details and Outlook will restart.

The screenshot shows the Outlook configuration window for an Exchange/Office 365 account. The title bar reads "Sheldon College Exchange/Office 365 Account". The form is divided into sections: "Account description" with a text box containing "Name (Sheldon College)"; "Personal information" with "Full name" (FirstName LastName), "E-mail address" (username@sheldoncollege.com), and "Authentication" with "Method" set to "User Name and Password". The "User name" field is highlighted with a blue border and contains "username@sheldoncollege.com". The "Password" field is masked with dots.

If you currently don't have your Sheldon College Email Account configured in Outlook follow the steps below:



### Step 1

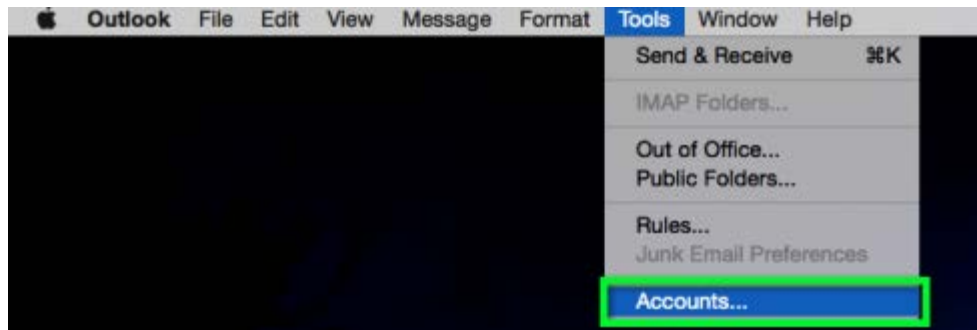
Open Outlook.

**\*Note:** If you have not previously opened Outlook you will be provided with a welcome screen.

From here click **Add Account**, select **Exchange**, then skip to step 4.

### Step 2

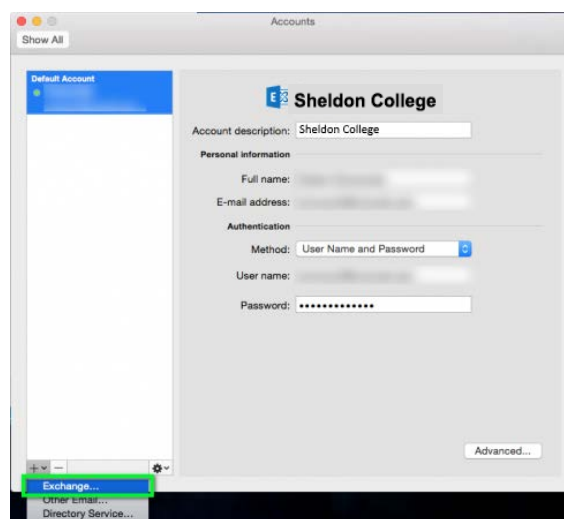
From the *Tools* menu, select **Accounts...**



### Step 3

From the + drop-down menu, select **Exchange**.

(If you are experiencing problems accessing email since the migration to Office 365 please delete your current exchange account and recreate it as indicated below)





### Step 4

In the *E-mail Address* field, enter your *UserName@sheldoncollege.com*

Enter your Exchange account information.

E-mail address: **S01234567@sheldoncollege.com**

Authentication

Method: User Name and Password

User name:

Password:

Configure automatically

Cancel Add Account

### Step 5

In the *User name* field enter you're *UserName@sheldoncollege.com*,  
then enter your college password in the *Password* field.

When completed, click *Add account*.

*\*Note:* If prompted for a server address, enter *outlook.office365.com*, then click *Add account* again.

Enter your Exchange account information.

E-mail address: S01234567@sheldoncollege.com

Authentication

Method: User Name and Password

User name: **S01234567@sheldoncollege.com**

Password: .....

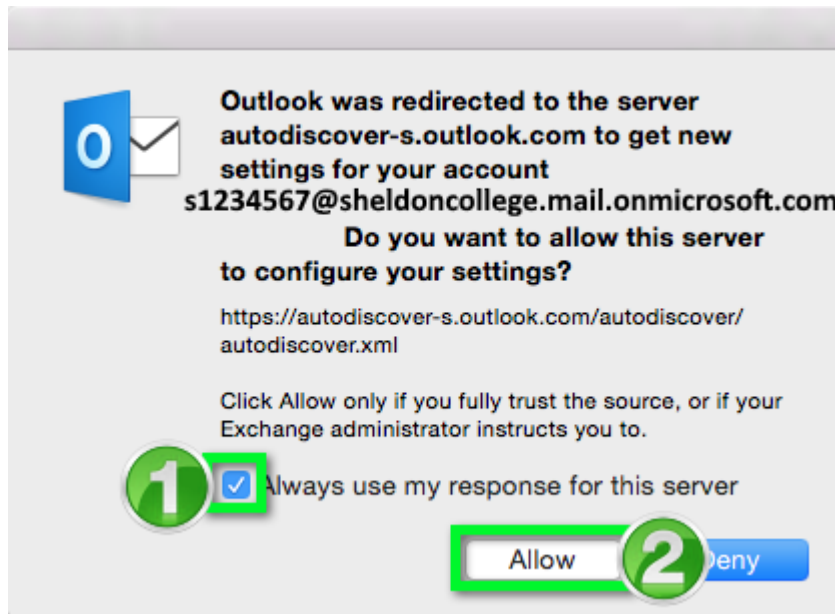
Configure automatically

Cancel **Add Account**

### Step 6



You will likely be presented with an auto discover prompt. Check the **Always use my response for this server**, then click **Allow**.



Step 7

Your account will be configured and begin synching. If you require ICT Support with this process please contact ICT via the [ICTRequest@sheldoncollege.com](mailto:ICTRequest@sheldoncollege.com) or on 3206 5585.