Cardinal Mail Sync Settings

**SETTNGS**

Account Type: Exchange or ActiveSync or Outlook  
Email Address: username@students.nic.edu  
Password: MyNIC password  
Domain: Leave this field blank  
Server: outlook.office365.com  
SSL: select/check connection box

**iPhone**

1. Tap Settings > Mail, Contacts, Calendars > Add Account.  
2. Tap Microsoft Exchange.  
3. You do not need to enter anything in the Domain box. Enter the information for Email, Username, and Password. You will need to enter your full email address in the Email and Username boxes (see sync settings section).  
4. Tap Next on the upper-right corner of the screen. Your iPhone will try to find the settings it needs to set up your account. Go to step 7 if your iPhone finds your settings.  
5. If your iPhone can’t find your settings, you’ll need to manually enter them (see sync settings section).  
6. Tap Next.  
7. Choose the type of information you want to synchronize between your account and your device, and then touch Save. By default, Mail, Contacts, and Calendar information are all synchronized.

**Windows Phone**

1. On Start, swipe left to the App list, select Settings, and then select Email + accounts.  
2. Select an account > Exchange.  
3. Enter your email address (see sync settings section) and MyNIC password. Select Sign in.  
4. Your Windows phone will try to set up your email account automatically. If setup completes successfully, skip to step 7.  
5. If you see the message “Check your information and try again,” verify that you entered the correct email address and password. Select Sign in. If setup completes successfully, skip to step 7.  
6. If your email account can’t be set up automatically, you will see the message, “We could not find your settings.”  
7. Select Advanced. You will need to manually enter the information (see sync settings section).  
8. Select Sign in.  
9. Select OK if Exchange asks you to enforce policies or set a password.
Android Phone

1. From the Applications menu, select Email. This application may be named Mail on some versions of Android.
2. Type your full email address (see sync settings section) and your MyNIC password. Select Next.
3. Select Exchange account. This option may be named Exchange ActiveSync on some versions of Android.
4. Enter the following account information and select Next.
   - Domain\Username: Type your full email address in this box. If Domain and Username are separate text boxes in your version of Android, leave the Domain box empty and type your full email address in the Username box.
   - Password: Use your MyNIC password.
   - Exchange Server: (see sync settings section)
5. As soon as your phone verifies the server settings, the Account Options screen displays. The options available depend on the version of Android on your device. The options may include the following:
   - Email checking frequency: The default value is Automatic (push). We recommend only selecting this option if you have an unlimited data plan.
   - Amount to synchronize: This is the amount of mail you want to keep on your mobile phone.
   - Notify me when email arrives: If you select this option, your mobile phone will notify you when you receive a new email message.
   - Sync contacts from this account: If you select this option, your contacts will be synchronized between your phone and your account.
6. Select Next and then type a name for this account and the name you want displayed when you send email to others. Select Done to complete the email setup.