Cardinal Mail Sync Settings

**Settings**

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

**Note:** Instructions for syncing email using your device’s email application or the downloaded Outlook app are included below. The Outlook app is recommended for both iPhone and Android devices.

### iPhone Outlook App

1. Tap App Store > search for Outlook > download Microsoft Outlook.
2. Tap Outlook > type in your full email address (see settings section) and tap Next on the upper-right corner of the screen.
3. The Add Another Account option will display. Tap Maybe Later if you do not want to add another account.
4. Tap Skip or click through the Outlook features list.
5. Choose No Thanks or Turn On for Enable Notifications.

### iPhone Mail App

2. Tap Exchange.
3. Type in your full email address (see settings section) and tap Next on the upper-right corner of the screen.
4. 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 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.
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Android Outlook App

1. Tap Apps > Go to Playstore > search for Outlook > Install Microsoft Outlook.
2. Tap Outlook > tap Get Started > type in your full email address (see settings section) and password > select Sign In.
3. The Add Another Account option will display. Select Skip if you do not want to add another account.
4. Tap Skip or click through the Outlook features list.

Android Mail App

1. From the Applications menu, select Email. This application may be named Mail on some versions of Android.
2. Select Microsoft Exchange if prompted.
3. Type your full email address (see settings section) and your MyNIC password. Select Next.
4. Your Android will try to find the settings it needs to set up your account. The information it is able to find is device specific and you may need to verify those settings match with Step 5 and/or the sync settings section.
5. 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 settings section)
6. 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.
7. 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.