

Smartphones

Version 7

Published 9/24/2021 by **Jennifer Kim** Last updated 5/13/2022 1:53 PM by **Nadine Chautilal**

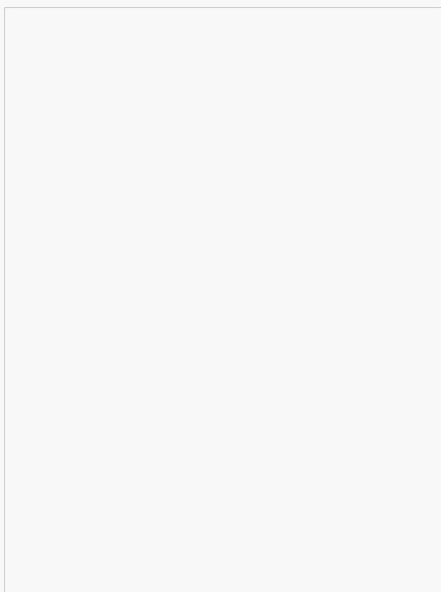
Setting Up Email On Your Smartphone

If you have a smartphone or tablet device you can send and receive email using the app of your choice. The following sections describe how to set up email using the default built-in mail applications for the most popular brands.

- **iOS** 14+
- **Android** 11+

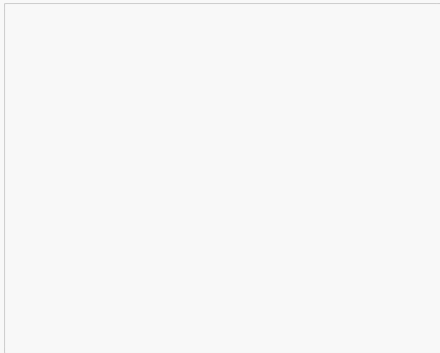
iOS 14+

1. If this is the first email account on your iPhone, open the **Mail** app. Otherwise open **Settings** and tap **Mail, Contacts, Calendars > Add Account**.
2. Tap **Exchange**.

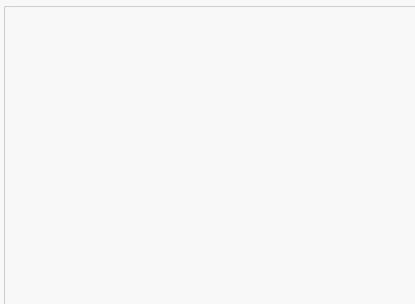


3. In the **Email** box type your full email address (e.g., *username@myseneca.ca*).
4. In the **Password** box type your Seneca password.

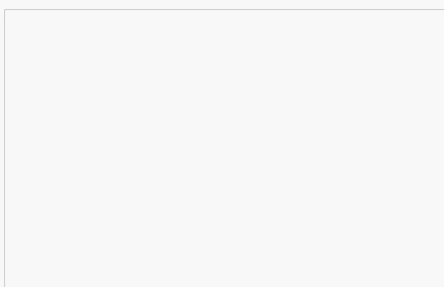
5. In the **Description** box type a description such as "Seneca Email".
6. Tap **Next** at the top-right corner of the screen. If the app automatically detects your settings skip to step 8. Otherwise continue to the next step.

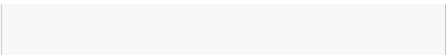


7. In the **Username** box type your full email address (e.g., *username@myseneca.ca*).
8. A popup for "Sign in to your "myseneca.ca", select "Sign in"



9. A Seneca log in page will prompt you to enter your password
10. You will be prompted to enter validate your credentials with Microsoft Authenticator
11. Once Completed, a Permission page from Microsoft to allow you iOS device access the data listed bellow
13. Tap **Next**.
14. Tap the switches next to **Mail**, **Contacts**, and **Calendars** to specify which features you would like to sync on your phone.



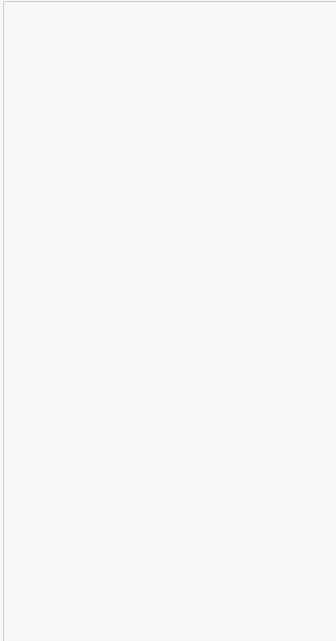


15. Tap the **Home** button to return to the home screen.

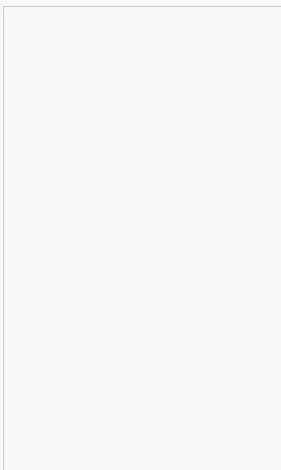
16. Launch the Mail app, wait for data to load in.

Android 11+

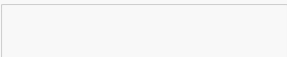
1. Tap the **Gmail** app.

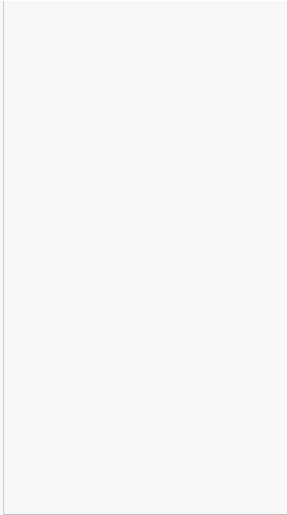


2. Tap **Add account...**

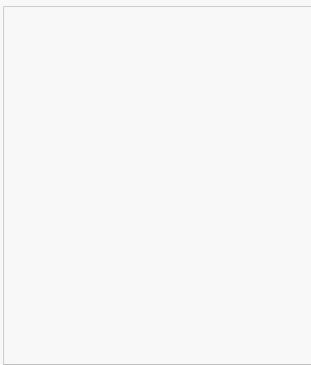


3. Select "GOT IT"





4. Select Add an email address
5. Select office 365



6. A Seneca log in page will prompt you to enter your password
7. You will be prompted to enter validate your credentials with Microsoft Authenticator
8. Once Completed, a Permission page from Microsoft to allow you Android device to access the data listed below

tags : email, its-services