Smartphones

Version 7

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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 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

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