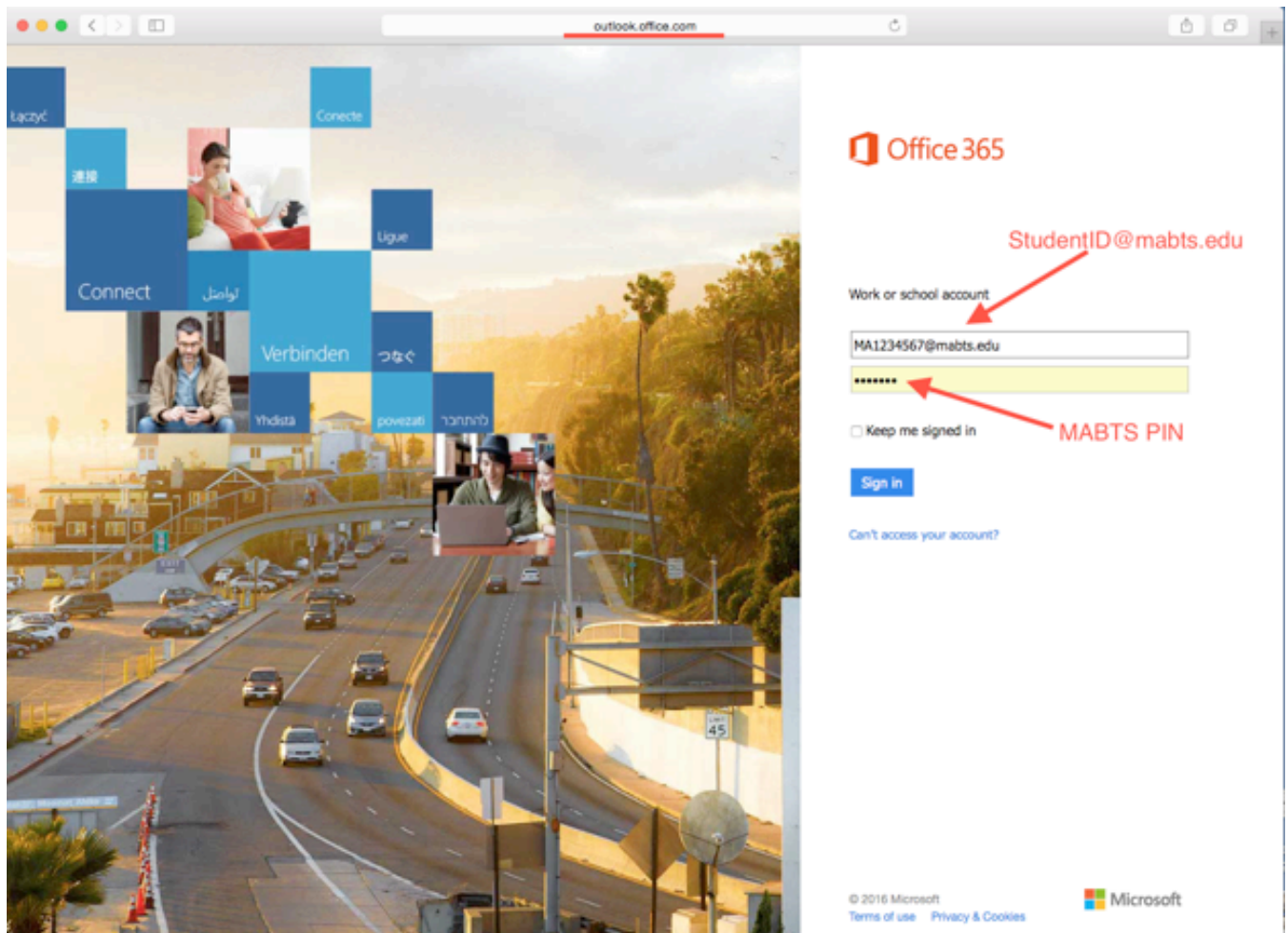# Accessing MABTS Email through Office 365

A. Email Access through Web Browser:

Accessing the MABTS email through a web browser (Outlook Web Access), you will now use the link: http://outlook.office365.com. The "Login" link on the MABTS website will be updated to redirect to this link.

Your Office 365 account name is {Student_ID}@mabts.edu (e.g. MA1234567@mabts.edu). Your password is your MABTS assigned PIN.
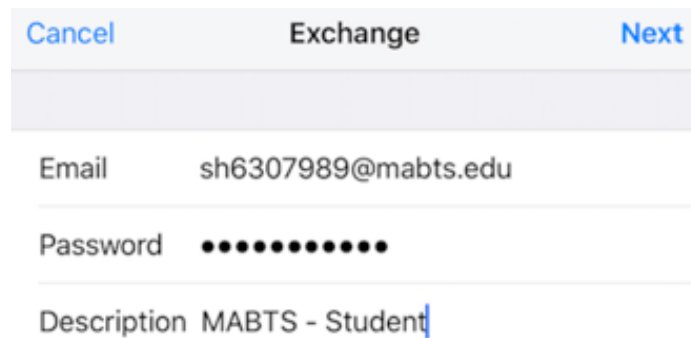
Accessing MABTS Email through iOS Device

B. Setting up your iOS device (iPhone or iPad) with Office 365

Accessing email on your iOS devices (iPhone or iPad), please reference the following instructions:

1. Tap **Settings -> Mail, Contacts, Calendars ->
   Add Account -> Exchange**

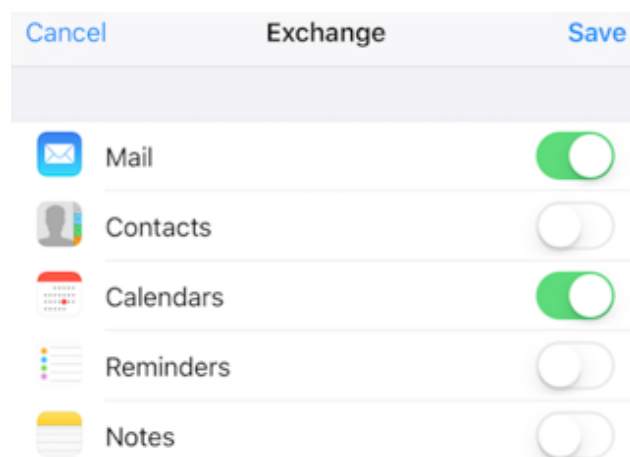2. Enter your Student Email and Password (Student Pin) and the Description of your preference.

Cancel	Exchange	Next
Email	sh6307989@mabts.edu	
Password	••••••••••	
Description	MABTS - Student	

3. After confirming your information Tap **Next**

4. Select the features you desire connecting with; we recommend Mail and Calendar, but you may select any that are available.

Cancel	Exchange	Save
✉ Mail		🟢
👤 Contacts		⚪
📅 Calendars		🟢
Reminders		⚪
Notes		⚪

5. Tap **Save** and it will connect to your mailbox.

Accessing MABTS Email through Android Device

C. Setting up your Android Device with Office 365

For <u>Android</u> devices, there are different versions with varying options. However, the following instructions for a base version should apply with some slight variations:

1. Tap **Settings**.
2. Tap **Users and Accounts**.
3. Tap **Add Account**.
4. Tap **Microsoft Exchange ActiveSync**.
5. Enter your **Email address** (e.g. MA1234567@mabts.edu) and **Password** (MABTS assigned PIN)
6. **If** you see a **Domain\Username** field, it may be populated automatically, and you can accept the default. If it is blank, enter your full email address (e.g. MA1234567@mabts.edu).
   If Domain and Username are separate fields, enter your full email address in Username, and leave Domain blank.
7. **If** you see a **Server** field, enter **outlook.office365.com**.
8. Tap **Next**.
9. To complete auto configuration, tap **Ok**.
10. Select the **Account options** you want to use. Selecting a longer sync period will show you more calendar information and email, and require more memory.
11. Tap **Next**.
12. Tap **Microsoft Exchange ActiveSync**, to see the display name for your email account. You can change the display name, here.
13. Tap **Next**, and you will see your inbox.