## How to Setup an iPhone or iPad to Access Your Delaware Tech Email

\*\*\* Students should connect automatically after entering username and password. All Staff and Faculty, follow instructions below.

\*\*\* If password was reset recently, you may have to wait for 30 Minutes for the password to update on the server before connecting to Email.

## OUTLOOK APP SETUP

Step 1: Download Outlook App from iTunes store





Step 3: Enter Email and tap "Add Account". Then Click Setup Account Manually

\*\*\*\* On iPad after about a 30 seconds, the "Setup Account Manually will appear after tapping Add Account

\*\*\* On iPhone you may have to enter credentials again at the DTCC login portal. This will fail and you will be brought back to this screen and the "Setup Account Manually" will appear.



Step 4: Select Exchange as Email provider

11:03 AM Fri Feb 21				Ҿ 44% 💽			
<		Add Mail Account					
Select your email provider:							
	a	0	et.				
	Office 365	Outlook.com	Exchange				
		0	Σ				
	Yahoo! Mail	iCloud	Google				
	Ø						
	IMAP						
	Ne	eed help? Contact suppo					

Step 5: Enter

- Email address
- password
- Description: DTCC email
- Server: mail.dtcc.edu
- Domain: dtcc.edu
- Username

Select "Sign in" when finished

AM Fri Feb 21		<b>奈</b> 44% ∎_• ?
	E 🔀 Exchange	
	Email Address	
	Password	
	Description DTCC email	
	Server mail.dtcc.edu	
	Domain dtcc.edu	
	Username e.g. john.appleseed	
	Use Advanced Settings	
	Sign In	

If propmted to add another account, tap "Maybe Later"



## iOS Mail App Setup





Step 2: Select "Add Account" and select "Exchange". Then enter DTCC email address with Description.

11:57 A	M Fri Feb 2	1				중 54% ■
		Settings			Add Account	
	Display	& Brightness				
	Home S	creen & Dock			lCloud 🍋	
		bility				
*	Wallpar			Exchange		
	Siri & S					
		Email				
	Battery	Description				
		Adding an Exch manage your d erase your dev	lange account wi evice. The admin ice.	II allow the Exchange a istrator can add/remov	dministrator to remotely re restrictions and remotely	
A				Exchange Device ID		
8	Contac					
	Calend					
	Reminc					
	Messag	es				

Step 3: Tap Next and a box will appear. Select "configure manually". Enter password when prompted.

								2 0476
							Nex .	
			AA	Display				
		iCloud	1212	Home \$	Fmail			
			(f)	Access				
	Exchange		*	Wallpar	Password	Required		
				Siri & S	Description	n Exchange		
	9@dtcc.edu			Touch	Adding an Exc	hange account will allow the Exchan	ge administrator to remotely	
Battery Description Dtcc e					manage your o erase your dev	device. The administrator can add/re vice.		
	Sian in to your "dtcc.edu"			Privacy				
	Exchange account using Microsoft?							
iTunes	Your email address will be sent to Microsoft to discover your Exchange		A					
	account information.			Wallet (				
	Configure Manually							
Passwc			9					
			0	Contac				
Calend				Calenda	ir			
Notes			6	♂ (	9			
Reminc				2			7 8 9	
			q	W	e	rty	u ı o	p
				a	s d	f g h	j k l	return
				Z	×	C V D	n m @	
			.?123	۲			-	- 🔍

11:59 AM Fri Feb 21 중 53% □ Step 4: Enter Server Information - Enter Email address - Server: mail.dtcc.edu Home S - Domain: dtcc Email - Enter username and password Tap "Next" Wallpar Server Siri & S \* Domain Username Battery Password -Description Exchange Å Wallet a manage your device. The administrator can add/remove restrictions and remotely Contac Calenda

**Step 5:** Choose Sync Options, then tap "Save". Email should now be seen in the iOS Mail App.

