

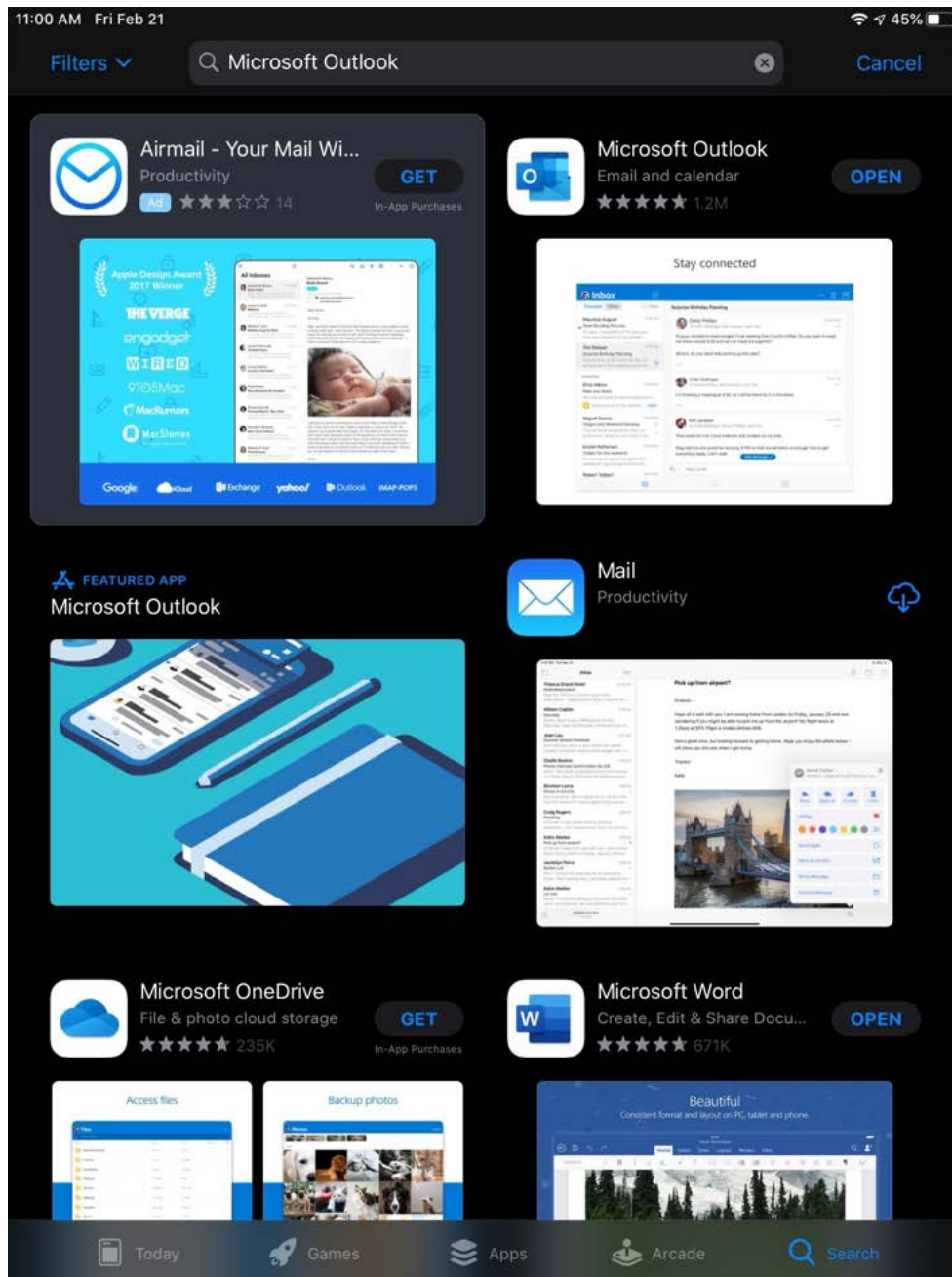
# How to Setup an iPhone or iPad to Access Your Delaware Tech Email

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

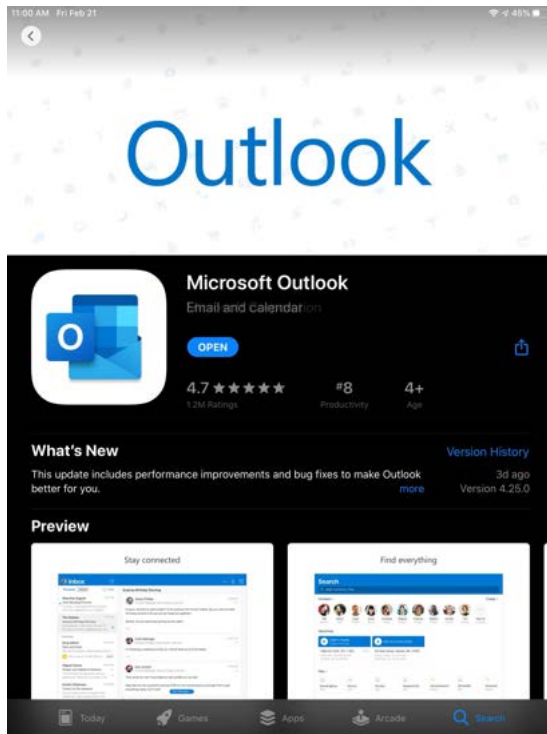
\*\*\* If password was reset recently, you may have to wait for 30 Minutes for the password to update on the server before connecting to Email.

## OUTLOOK APP SETUP

Step 1: Download Outlook App from iTunes store



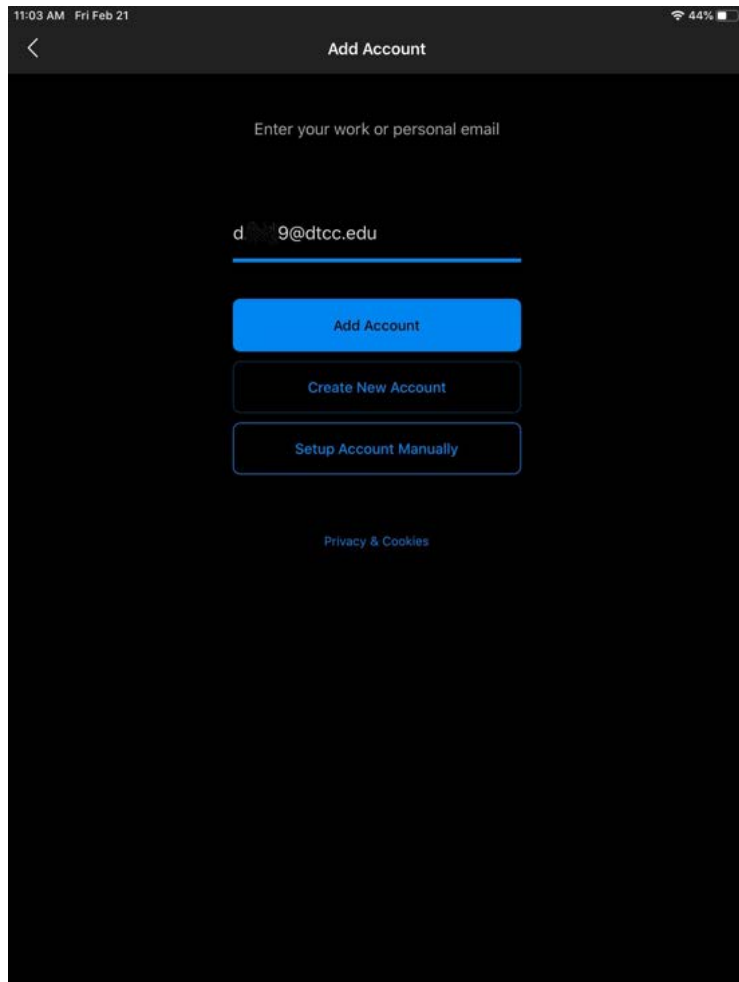
## Step 2: Open Outlook App



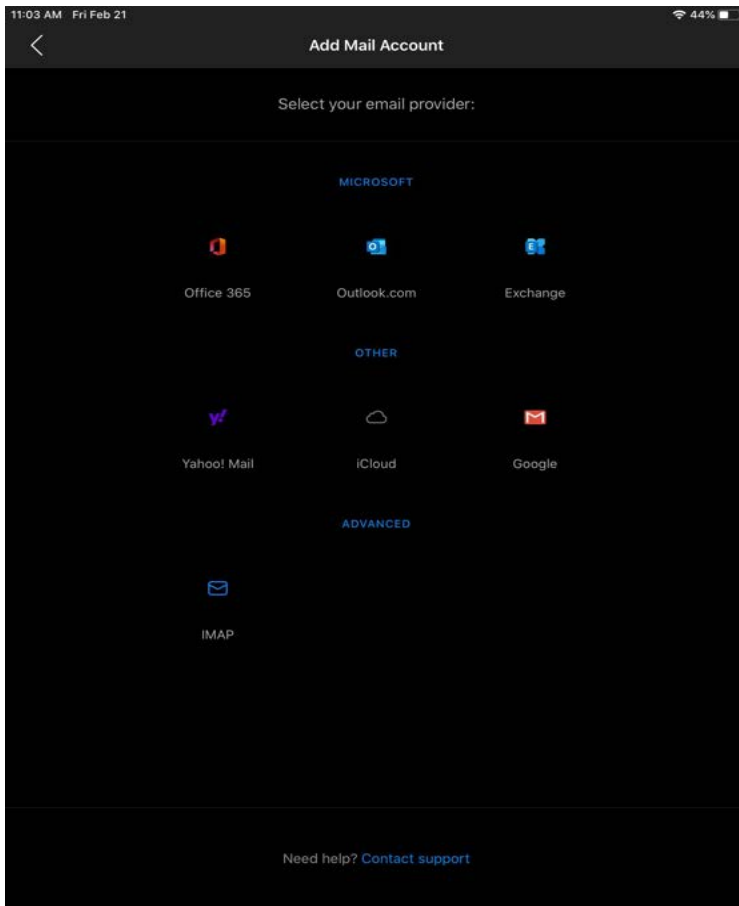
**Step 3:** Enter Email and tap "Add Account". Then Click Setup Account Manually

\*\*\*\* 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.



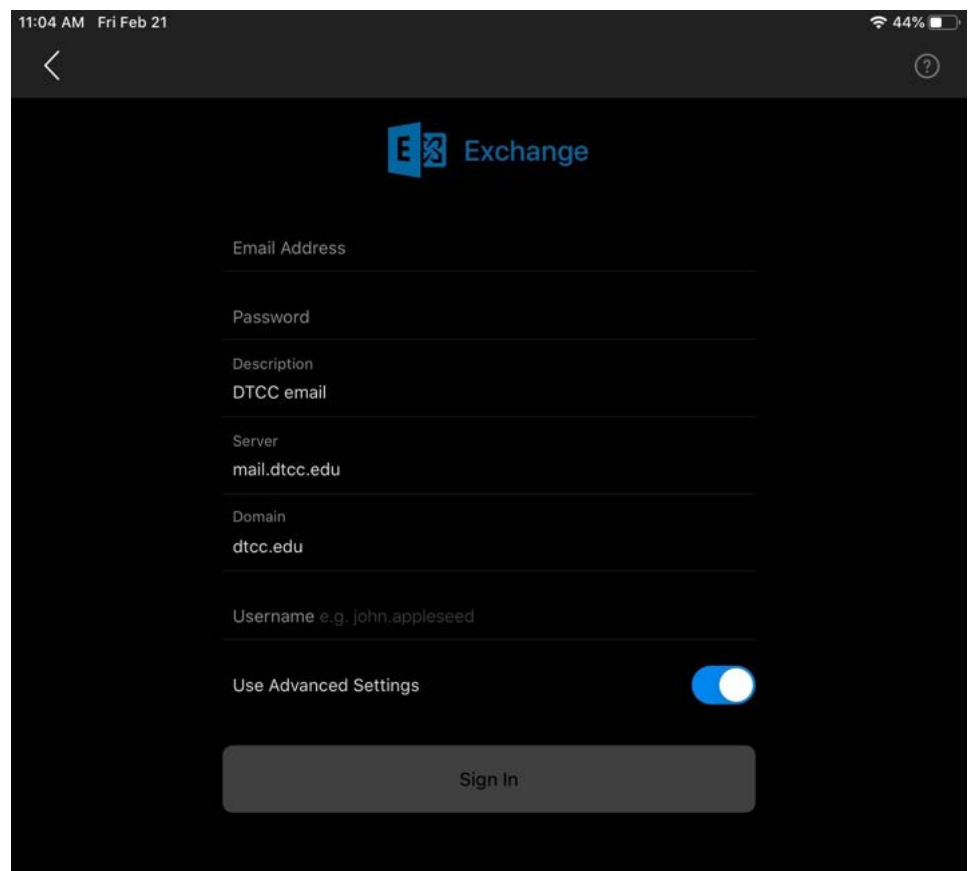
#### Step 4: Select Exchange as Email provider



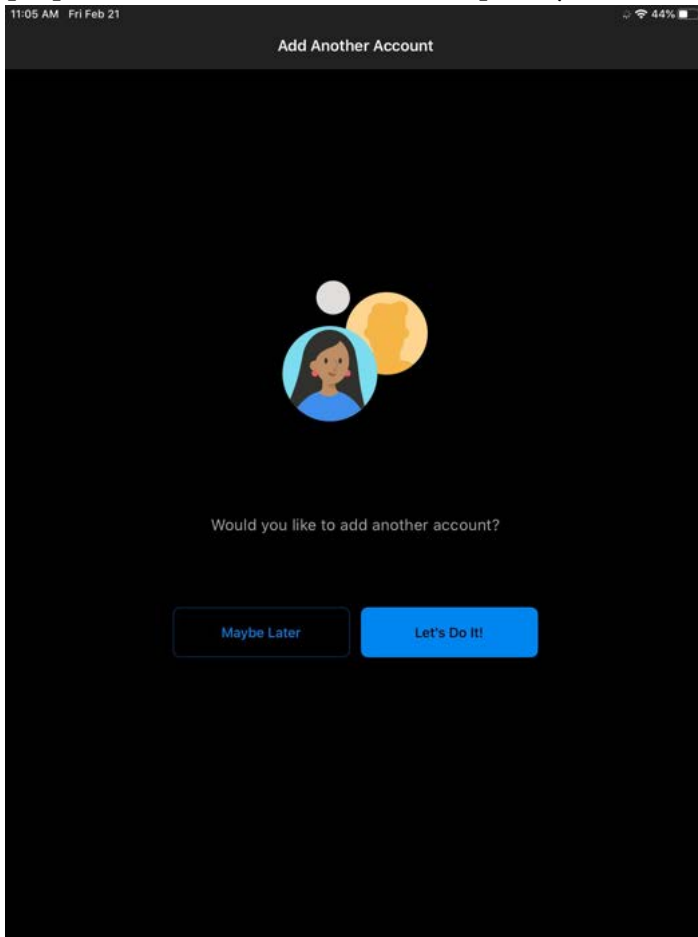
#### Step 5: Enter

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

Select "Sign in" when finished

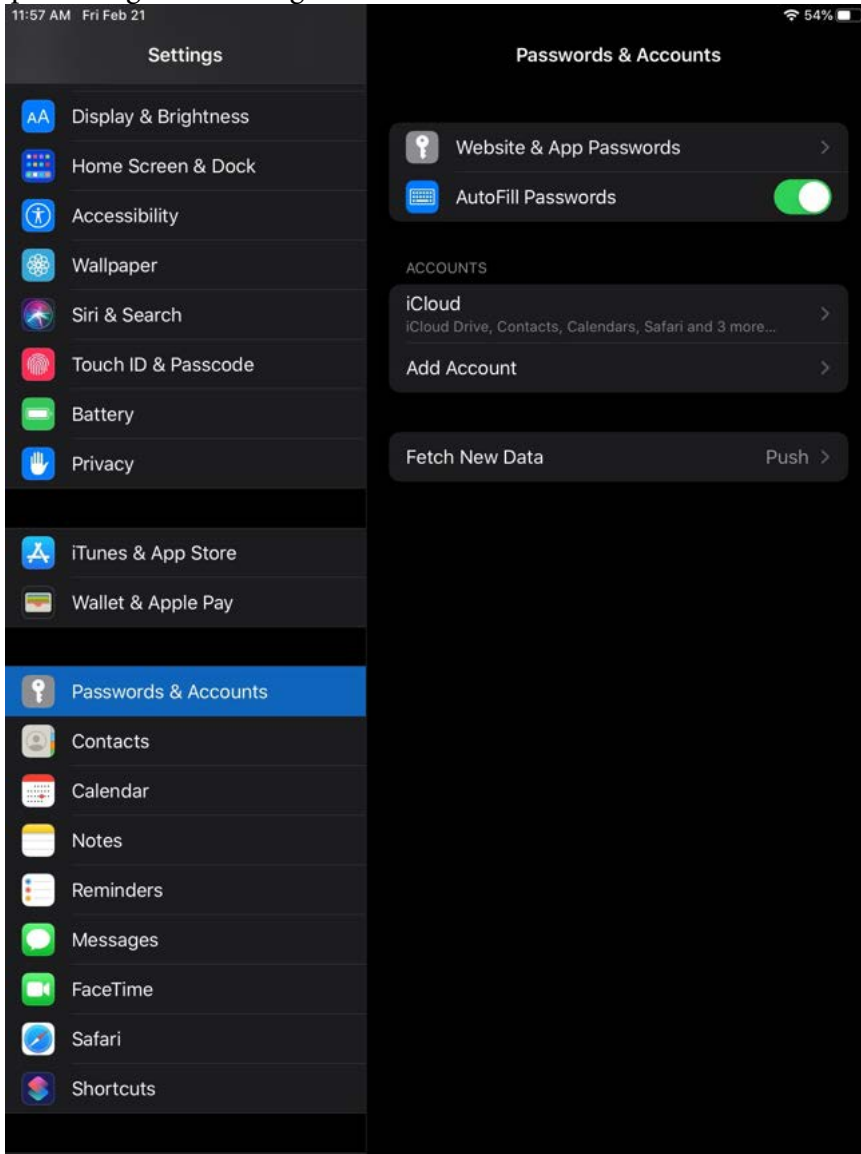


If prompted to add another account, tap "Maybe Later"

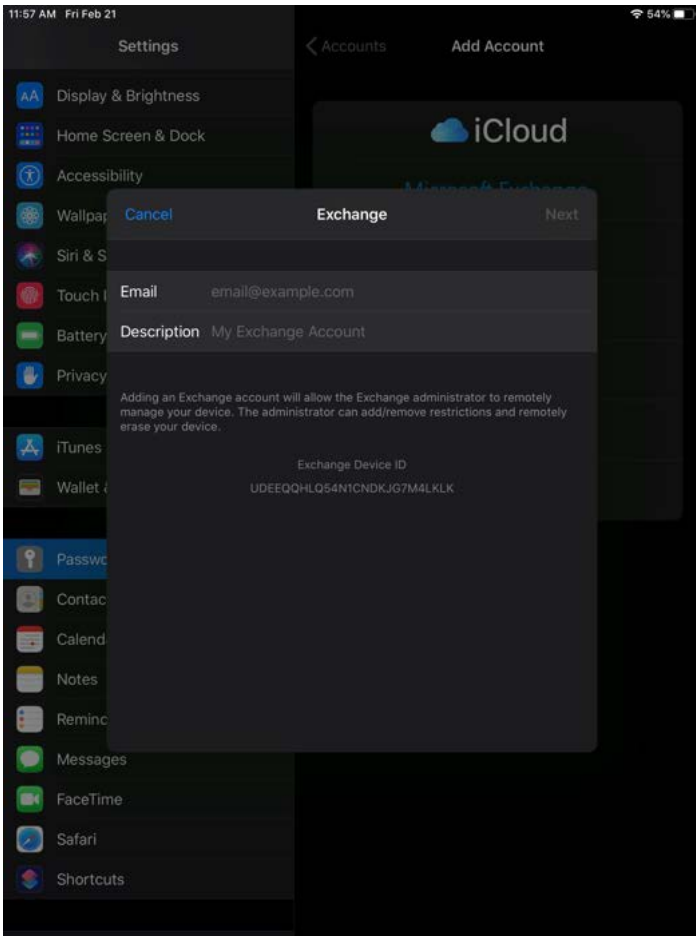


# iOS Mail App Setup

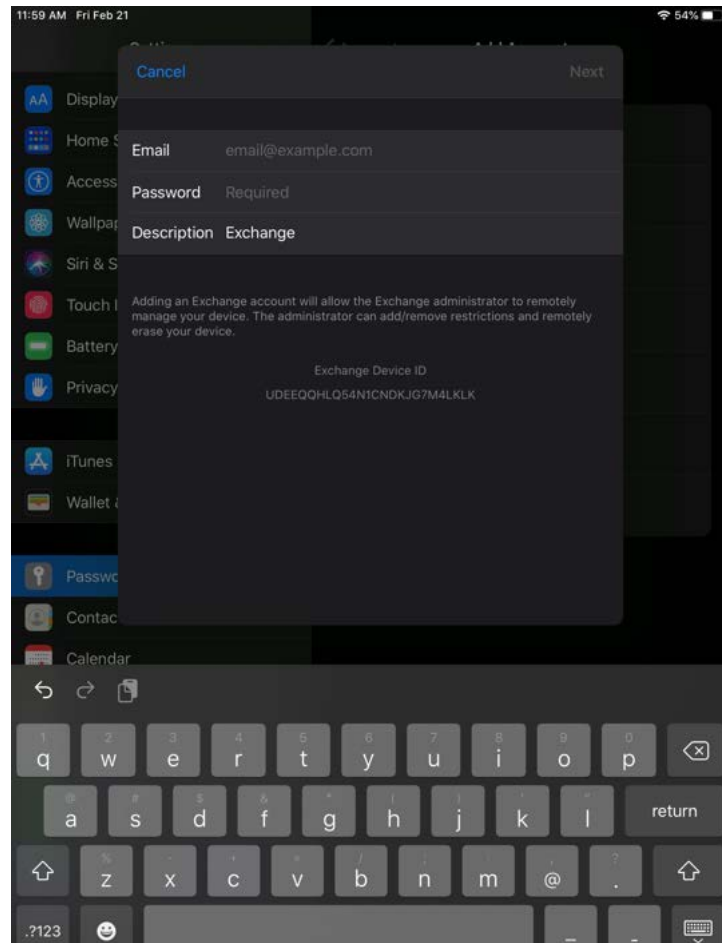
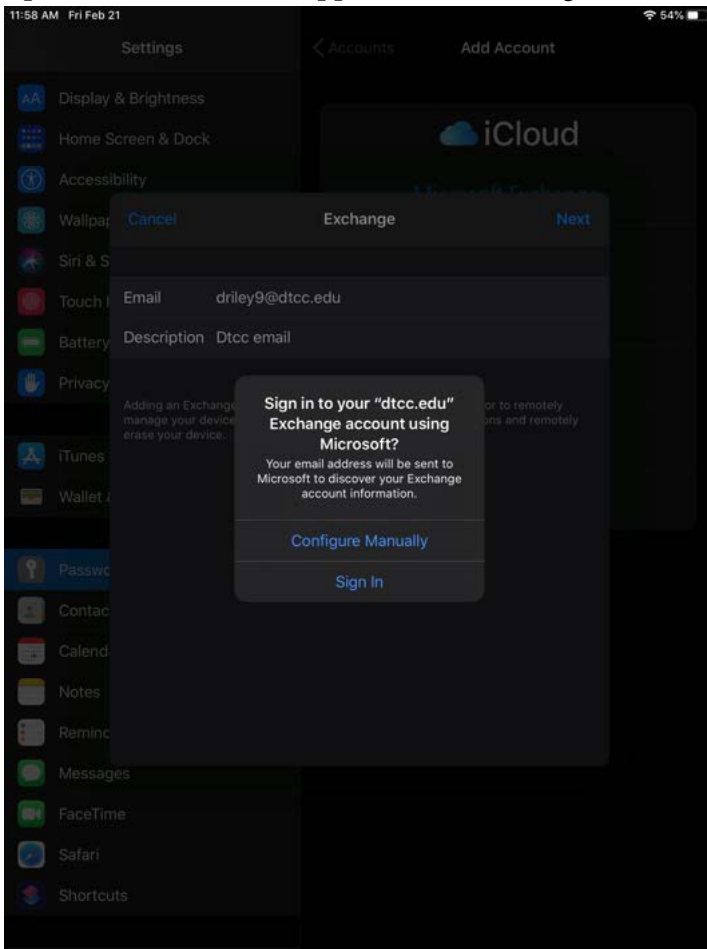
Step 1: Navigate to settings and select "Passwords & Accounts"



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



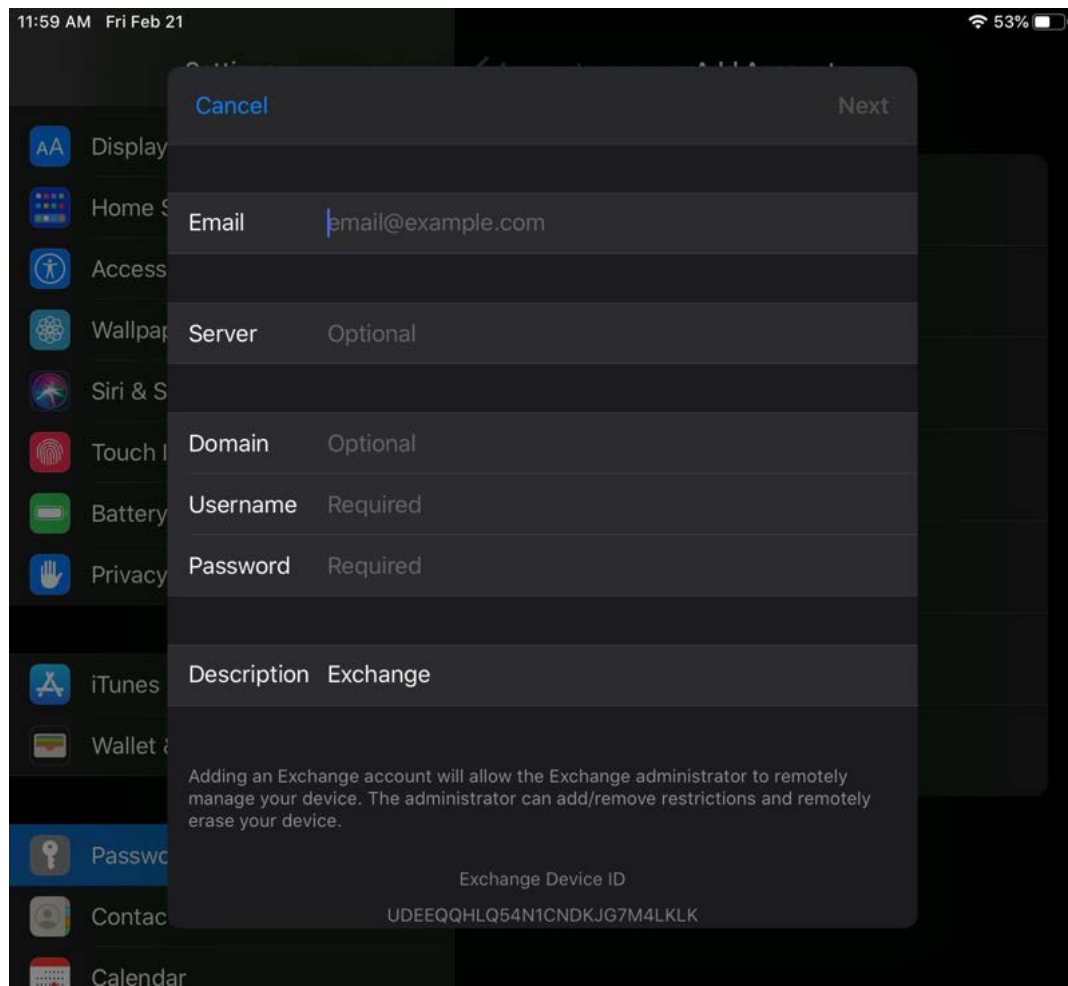
Step 3: Tap Next and a box will appear. Select "configure manually". Enter password when prompted.



#### Step 4: Enter Server Information

- Enter Email address
- Server: **mail.dtcc.edu**
- Domain: **dtcc**
- Enter username and password

Tap "Next"



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

