

Student Email – How To Set Up On an iPad or iPhone

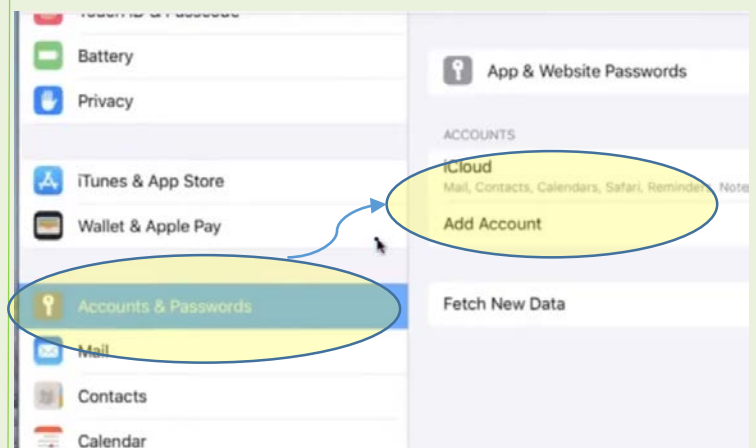
Find your alamoaces email password.
Log into alamoaces
Click on your Employee tab
Click "Web Services"
Click "Personal Information"
Click "View Email Password"

Update E-mail Addresses
View Emergency Contacts
Update Emergency Contacts
View Ethnicity and Race
Name Change Information
Social Security Number Change Information
View Email Password

On your iPad or iPhone, tap "Settings"



On the left side, tap "Accounts and Passwords"
On the right side, tap "Add Account"

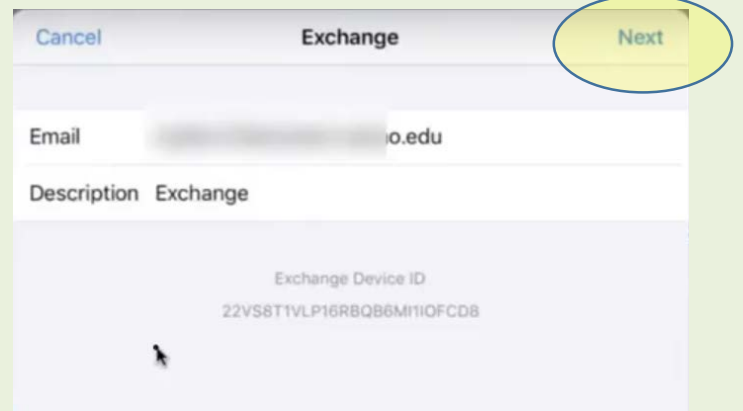


Select "Exchange"

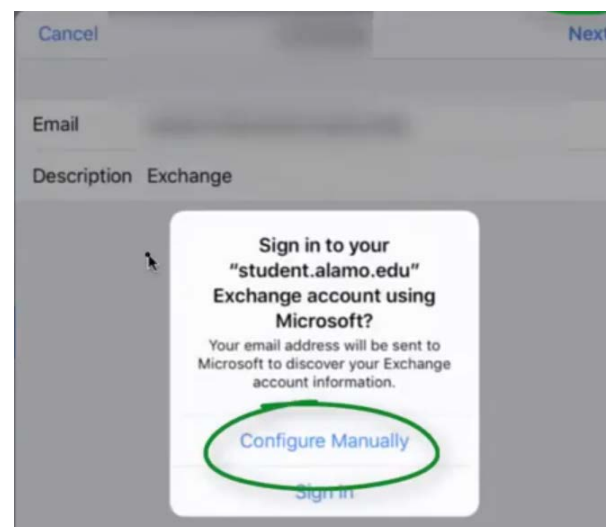


Enter your school email address

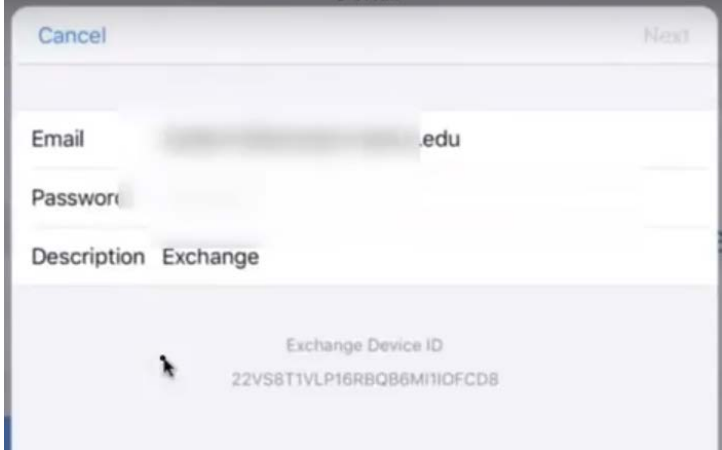
Tap "Next"



Tap "Configure Manually"



Enter your email address and your [email password](#)



Cancel Next

Email [redacted] .edu

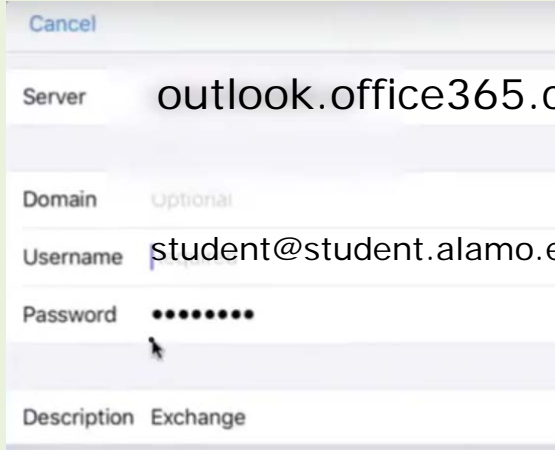
Password [redacted]

Description Exchange

Exchange Device ID
22VS8T1VLP16RBQB6M110FCDB

Server: outlook.office365.com
Domain: Blank
Username: Entire email address
Password: alamoaces [email password](#)

Tap "Next"



Cancel

Server outlook.office365.com

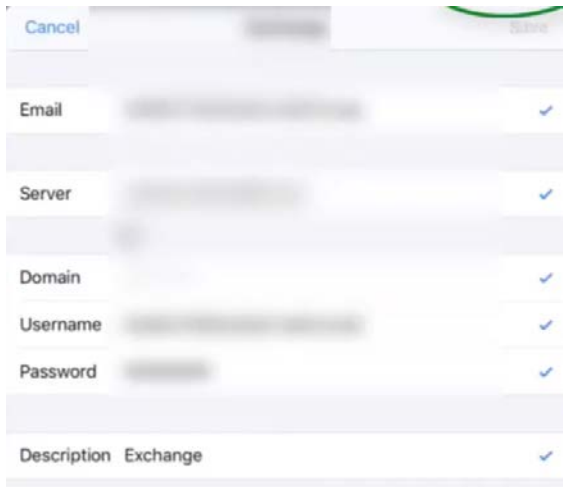
Domain optional

Username student@student.alamo.edu

Password [redacted]

Description Exchange

If everything was entered correctly, you will see blue check marks. At the top right, click "Save"



Cancel Save

Email [redacted] ✓

Server [redacted] ✓

Domain [redacted] ✓

Username [redacted] ✓

Password [redacted] ✓

Description Exchange ✓

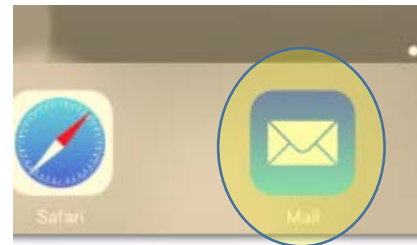
Choose your desired features by using the slider. Green means the feature is turned on.

Tap "Save"



An email icon will appear on your main screen

Tap it to open your work email



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To see a video of the above process, please click [here](#)

See other instructional videos on our Facebook page [here](#)

And see instructional documents and videos at Alamo Share [here](#)

[Instructions on how to search for IT information](#) in SharePoint and Facebook