

## Add your Student PCHS email account to your phone

### iPhone Mail Setup

1. **Settings > Mail> Accounts >Add Account.**
  2. Tap **Exchange.**
  3. Email address: **yourusername@pchsstudent.org**
  4. Description: PCHS email (or however you'd like to label this account)
  5. Server: **outlook.office365.com**
  6. Domain: Leave Blank
  7. Username: **yourusername@pchsstudent.org**
  8. Password: Your Providence network password
  9. Use SSL to ON
  10. **Save** settings
- Link to Step by Step: <http://support.apple.com/kb/HT2480>
  - Link to a guide for troubleshooting: [http://www.apple.com/support/iphone/assistant/mail/#section\\_1](http://www.apple.com/support/iphone/assistant/mail/#section_1)
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### Android Mail Setup

It will ask for your email address and your password. This may auto detect all of the settings and start to work quickly. (Warning! There are several different versions of Android. Your version may differ slightly. Use Exchange or Corporate, depending on phone)

1. Go to **Apps-Settings-Email-Account Settings.**
  2. **Add Account** – choose **Microsoft Exchange** (Corporate)
  3. Domain\username: **yourusername@pchsstudent.org**
  4. Password: Your Providence network password
  5. Server: outlook.office365.com
  6. Check Use secure connection (SSL)
  7. Check Accept all SSL certificates
  8. Click next on the bottom right
  9. Confirm all the settings you want to sync and click done.
- Microsoft Link for many phone types: <https://support.office.com/en-us/article/Set-up-email-in-the-Outlook-for-Android-app-886db551-8dfa-4fd5-b835-f8e532091872>