

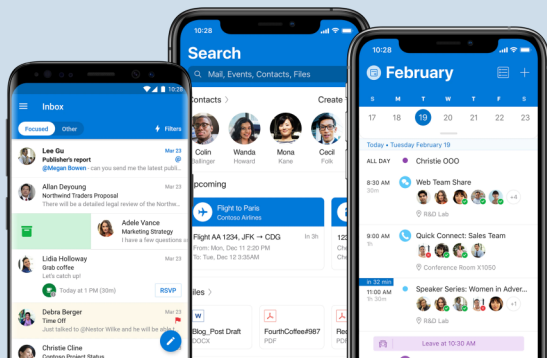


# Get Email on Your Phone

Add your Siena Heights email to your phone

## The Outlook App for iOS and Android

Want to keep your personal and school email separated? Download the Microsoft Outlook app from the App Store or Google Play and add your Siena Heights University email to Outlook! You'll keep your current email app for your added accounts, while the Outlook app will handle your Siena Heights email account!



### Add to iOS

On your iOS device, open the **Settings** app. Tap on **Passwords & Accounts**. Tap **Add Account** and select **Microsoft Exchange**. Enter your Siena Heights email address and your Siena Heights password. You will be redirected to a Microsoft login to complete setup. Allow any permissions requested to finish setup. You will have the option to sync Calendar. We **do not** recommend syncing notes or other features as Office 365 will not back up this data.



### Add to Android

On your Android device, open the **Settings** app. Tap on **Accounts**. Scroll to the bottom of the accounts list and tap on **Add Account**. Tap on the **Exchange** option and enter your Siena Heights email address. You will then be redirected to Microsoft.com. Log in with your Siena Heights email and password. Allow any permissions requested to finish setup.

### Get IT Help

Our Helpdesk can assist you every weekday.  
Call or email us for assistance!

Phone: 517-264-7655

Email: [helpdesk@sienaheights.edu](mailto:helpdesk@sienaheights.edu)

