



# Update Your Mobile Email

Update your email account to Office 365

## Update on iOS

On your iOS device, open the **Settings** app. Tap on **Passwords & Accounts**. Find and tap on the **Exchange** account with your Siena Heights email. Tap on your Siena Heights email address to edit the account. Change the settings to match the following:

**Server:** outlook.office365.com

**Domain:** Remove the entry in this field.

**Username:** Your full Siena Heights email address (Example: jdoe10@sienaheights.edu)



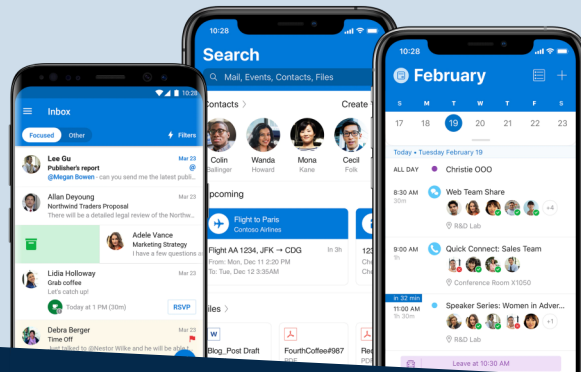
## Update on Android

On your Android device, open the **Settings** app. Tap on **Accounts**. Find the **Exchange** account and delete it.

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.

## 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 SHU 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!



## 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)



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