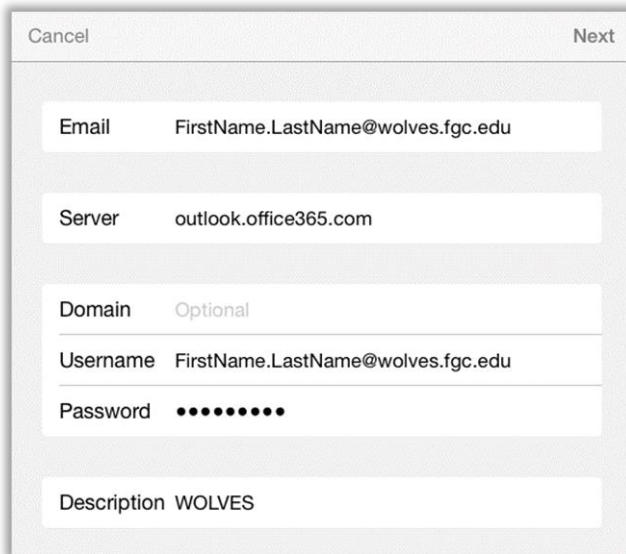


Syncing your FGC Wolves email to your Apple phone/device

1. Open the '**Settings**' app on your iDevice.
2. Scroll down and TAP '**Mail, Contacts, Calendars**'
3. TAP '**Add Account**'
4. TAP '**Exchange**'
5. Input your user information.
 - a. Input your full email into the Email field.
FirstName.LastName@wolves.fgc.edu
 - b. Input the password to your email into the Password field.
 - c. Input '**WOLVES**' into the description field.
 - d. TAP '**Next**' to verify account info.
If the message, "*Cannot Verify Server Identity*" appears then tap '**Continue**'.
 - e. 3 new fields should appear; *Server, Domain, and Username*
 - i. Input the following web address into the *Server* field.
Outlook.office365.com
 - ii. Input your full email into the *Username* field.
FirstName.LastName@wolves.fgc.edu
 - iii. TAP '**Next**' to verify account and server info.



6. Select/Deselect which to sync
 - a. *Mail, Contacts, Calendars, Reminders, Notes.*
We recommend only syncing "*Mail*" and "*Calendars*"
7. Tap '**Save**'
8. Setup complete. Exit the '**Settings**' app.
Email located in the '**Mail**' app.

Need further assistance?
 Contact us by submitting a
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 Form located online at:
Technology.FGC.edu/help