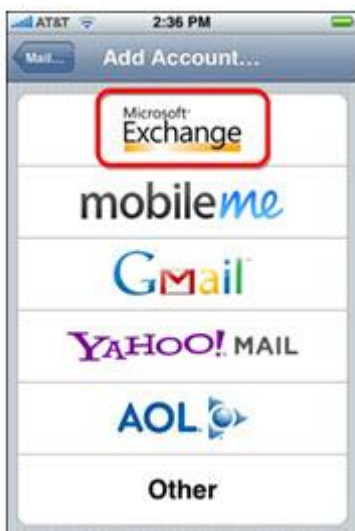


How to Set Up *my.dcc.edu* on an Apple iPhone, iPad, or iPod Touch

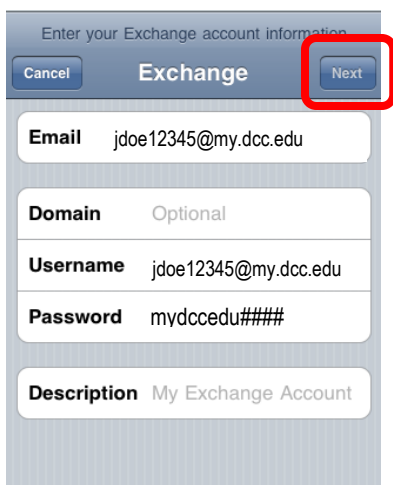
The following instructions will walk you thru setting up your Apple iPhone, iPad, or iPod Touch to access your *my.dcc.edu* e-mail, calendar, and contacts.

If you have a different phone, see [Mobile Phone Features](#).

1. Using the iPhone, navigate to "**Settings.**"
2. Select "**Mail, Contact, Calendars.**"
3. Select "**Add Account...**"
4. Choose "**Microsoft Exchange**" as shown below



5. Enter the following account information and select **Next**.
 - Tap in the **E-mail** box and enter your full e-mail address (for example, **jdoe12345@my.dcc.edu**).
 - Leave the **Domain** field blank
 - Tap in the **Username** box and enter your full e-mail address again.
 - Tap in the **Password** box and enter your default password: **mydccedu + Last 4 digits SSN** (for example, mydccedu1234). *Note: This default password should only be used for configuring your mobile device.
 - Optionally, tap in the **Description** box and enter a short description for the account.
 - Tap **Next** on the upper right corner of the screen.

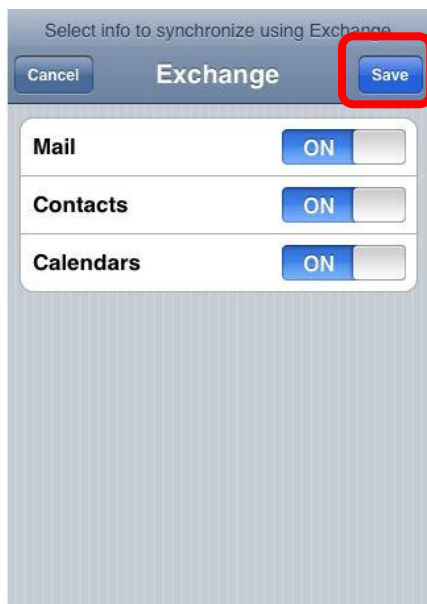


How to Set Up *my.dcc.edu* on an Apple iPhone, iPad, or iPod Touch

- At this point, your iPhone device should be able to automatically determine the appropriate server settings. If configuration is successful, proceed to Step 9. If configuration is unsuccessful, perform Steps 7-10.
- Tap in the **Server** box and enter **m.outlook.com** then tap **Next**. If this setting is not accepted, you will need to locate the server name. For instructions, see the **Finding My Server Name** section below.
- Tap **Next**.



- Choose the type of information you want to synchronize. By default, Mail, Calendar, and Contacts are all turned on. To turn off synchronization for a type of information, tap and slide the switch to **OFF**.
- Tap **Save**.



How to Set Up *my.dcc.edu* on an Apple iPhone, iPad, or iPod Touch

Finding My Server Name

- To determine your server name, use the following steps:
- Navigate your browser to <http://www.dcc.edu/LiveSSO/>.
- Enter your current Delgado username and password then click **Login**.
- After you sign in, click the drop-down arrow next to the Help question mark, and then click **About**.
- Find the server name listed under **External POP setting Or Internal POP setting**. If your server name is in the format podxxxxx.outlook.com, then your Exchange ActiveSync server name is m.outlook.com. If your server name includes your organization's name, for example, pop.contoso.com, then your server name is the same as your Outlook Web App server name, without the /owa. For example, if the address you use to access Outlook Web App is <https://mail.contoso.com/owa>, your Exchange ActiveSync server name is mail.contoso.com.

If you encounter any problems, please call our 24 x 7 Delgado *Live* Support Center at 1-866-271-1458 or [click here](#) to visit the Delgado *Live* website.