



EXCHANGE ACCOUNT SETUP

iPhone, Outlook, Android, and Webmail

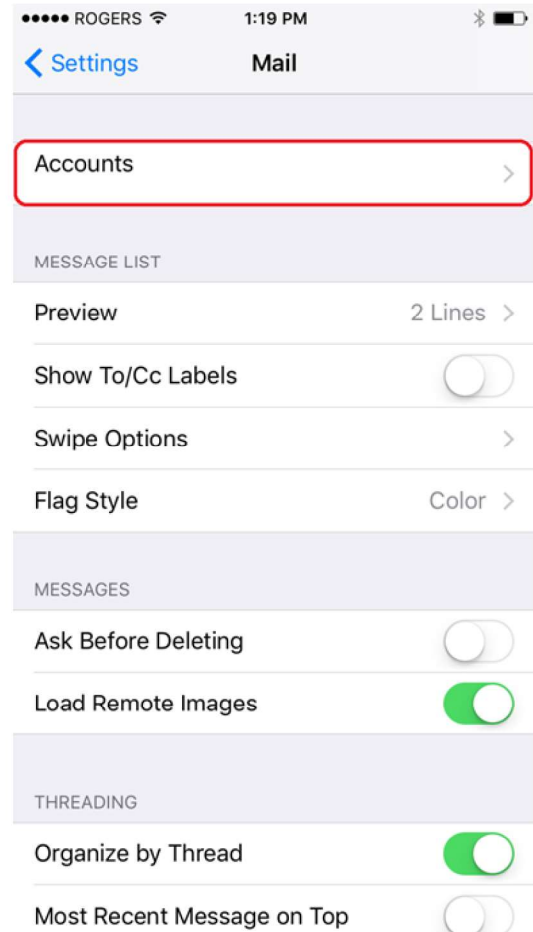
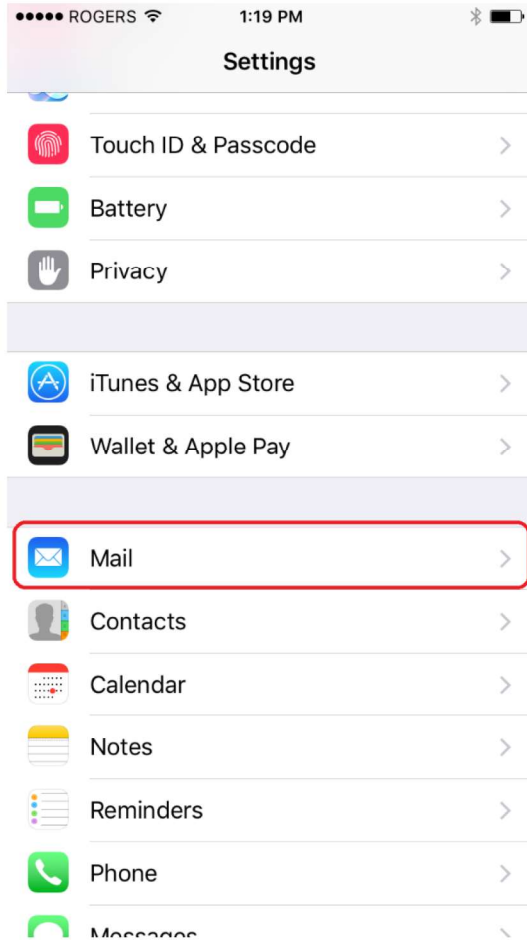
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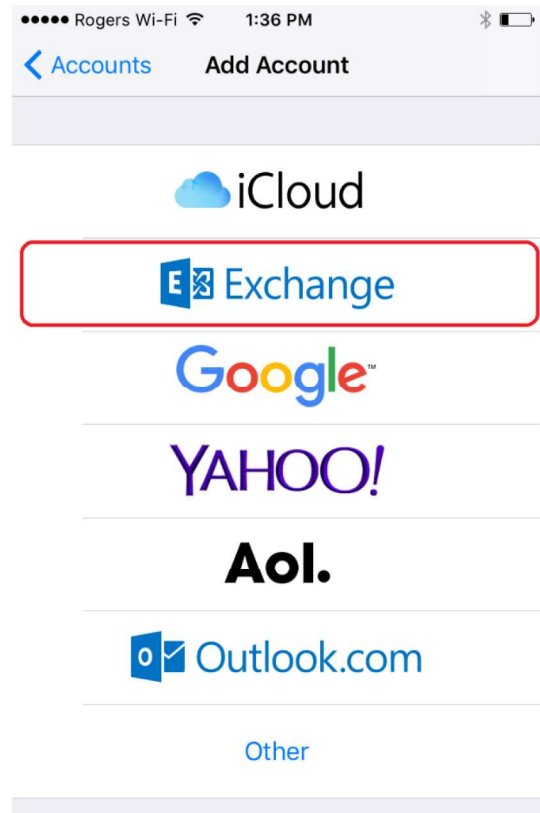
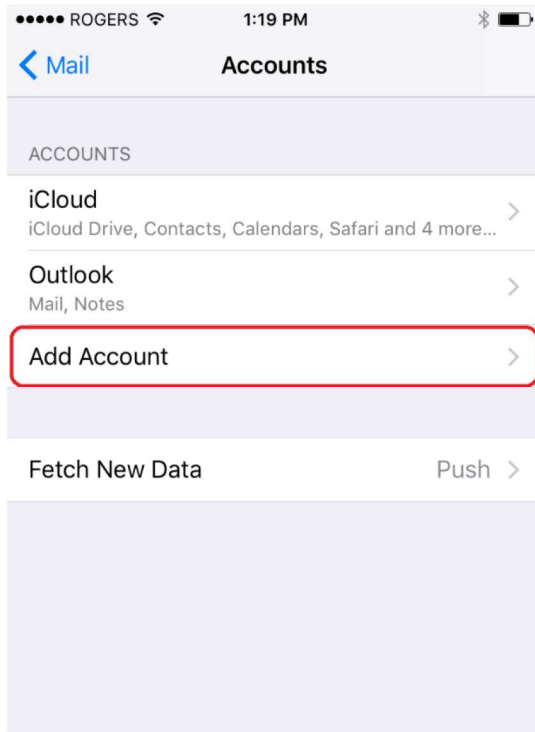
Suite 100, 1120 29 Ave. NE, Calgary, AB, T2E 7P1

iPhone

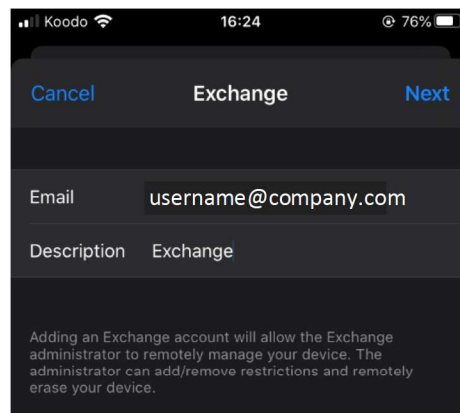
- 1) Head into the *Settings* app on your iPhone then scroll down to the *Mail* tab and tap on it. Then go ahead and tap on the *Accounts* tab.



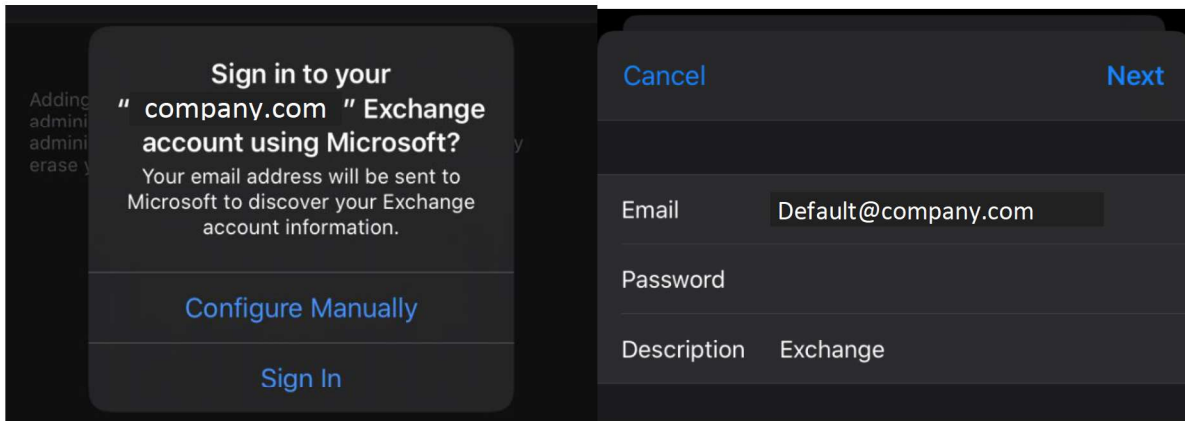
2) Tap on the *Add Account* tab then the *Exchange* tab.



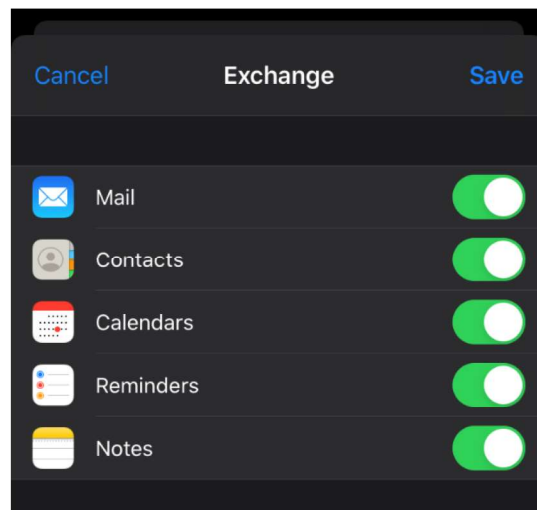
3) Enter your **username@company.com** email address in the **Email address** field and then press **Next**.



- 4) Press sign in, then enter your password and press next.

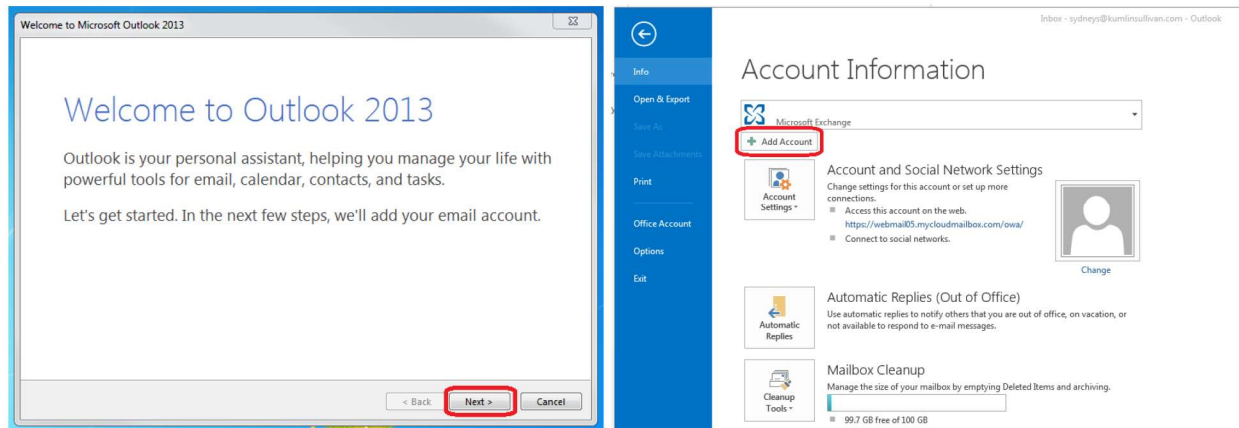


- 5) On the next screen, select everything to synchronize with your Exchange account and then press **Save**.

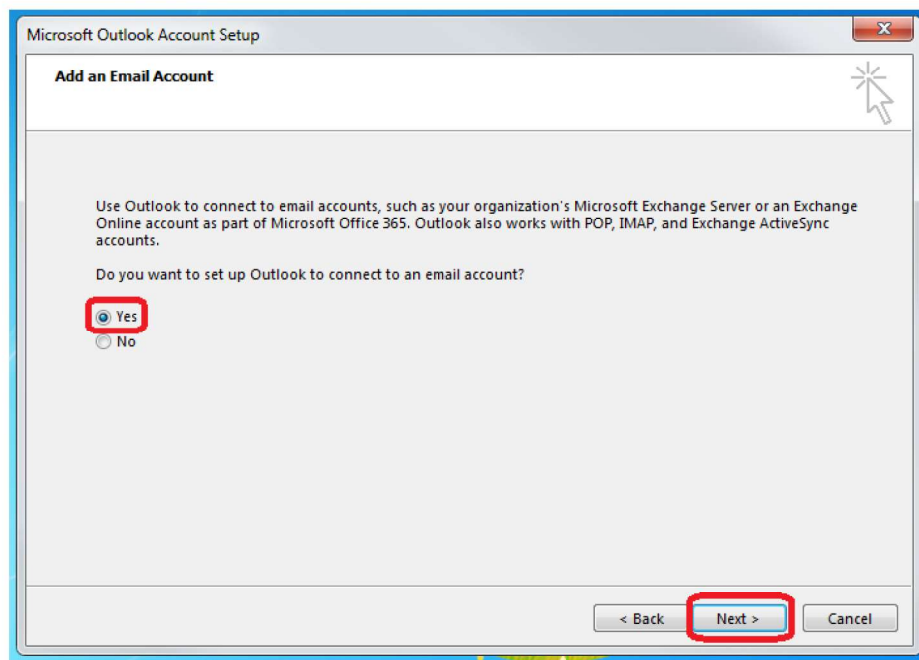


Outlook

- 1) If you are opening Outlook for the first time (Left Image) you will be greeted with a welcome message. Go ahead and press *Next*. If you already have a mailbox in Outlook (Right Image) , click *File* and the *Add Account* button. Now do steps 3 to 7.



- 2) Outlook will now ask if you wish to setup an account. Make sure the Yes checkbox is marked and click *Next*. If prompted, the account type is Exchange.



- 3) Now Outlook will ask for your account information. Go ahead and enter your information provided then click *Next*.

Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

☒ **Email Account**

Your Name:
Example: Ellen Adams

Email Address:
Example: ellen@contoso.com

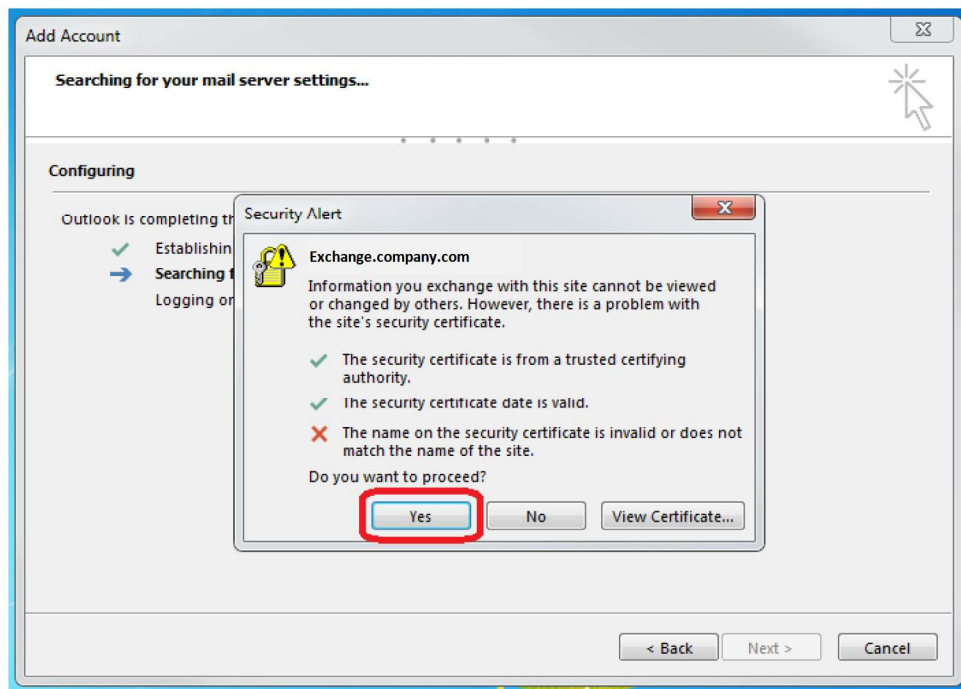
Password:
Retype Password:
Type the password your Internet service provider has given you.

☐ **Manual setup or additional server types**

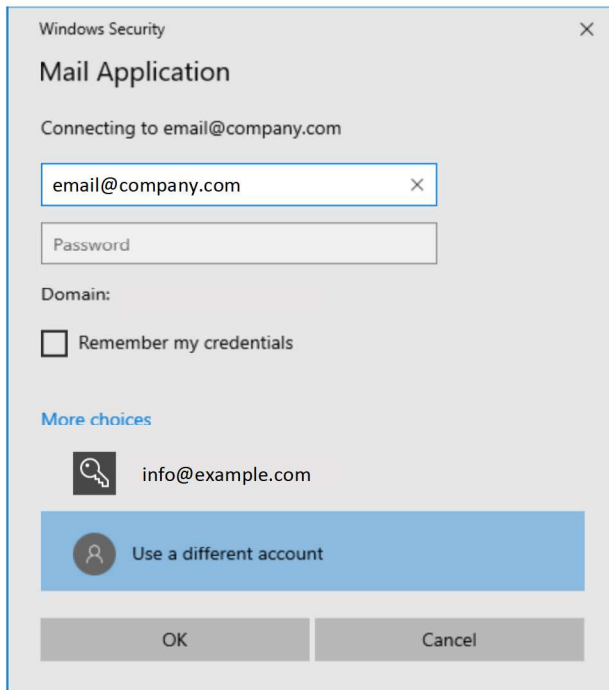
< Back Next > Cancel Help

4) A security pop-up may appear asking you to allow access, just click the *Don't ask me about this website again* checkbox and *Allow*.

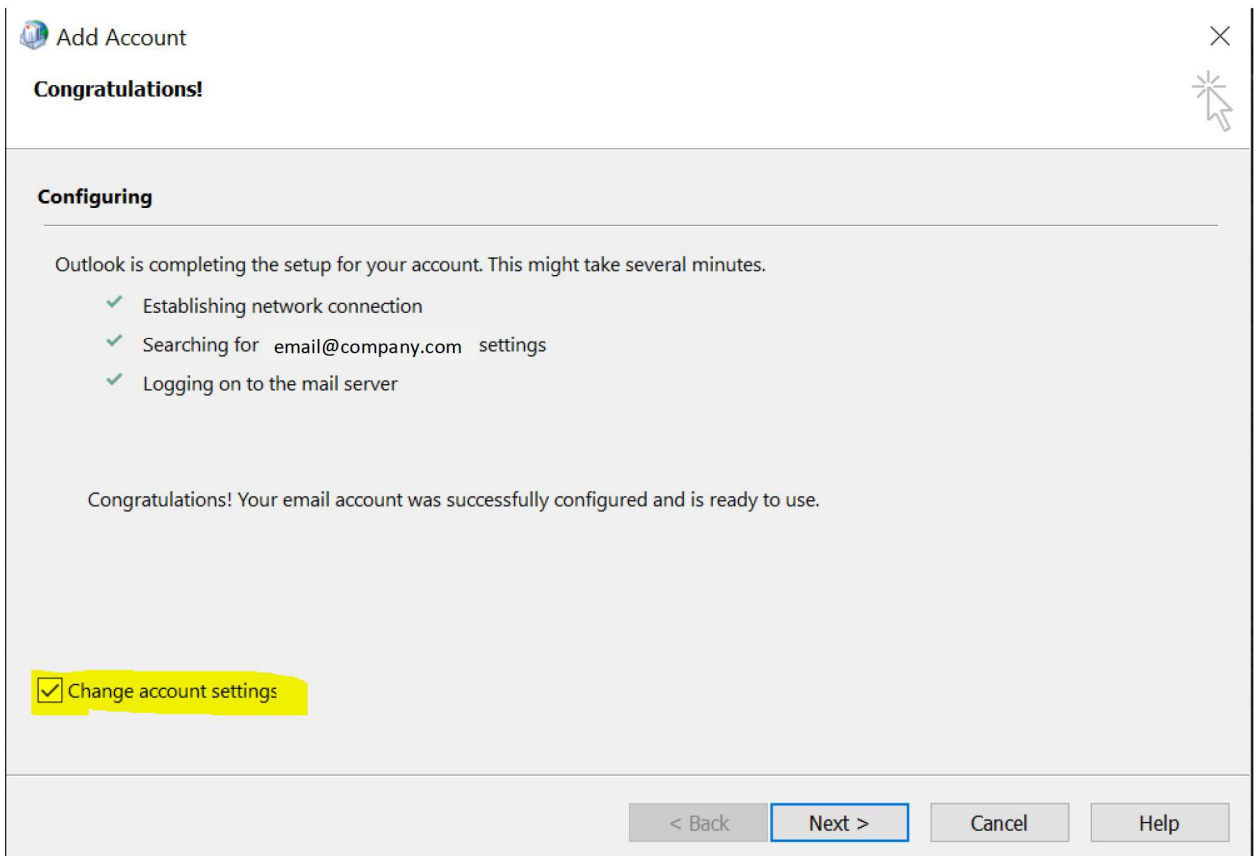
5) Just click *Yes* on the next security pop-up. (If applicable)



- 6) A pop-up asking for you to re-confirm your account info may appear. Enter your password and click the *Remember my credentials* checkbox. In the screenshot below, if the "Connecting to email@company.com" does not match your email address that you are trying to add in the first text box, click on "Use a different account" and change it to your email address.



- 7) The next screen will show all checkmarks, check the "Change account settings" box before clicking the **Next** button.



- 8) Move the slider all the way to the right to sync all your emails. Then click **Finish** to fully set up your mailbox.

Add Account

Server Settings
Enter the Microsoft Exchange Server settings for your account.

User Name:

Offline Settings

☒ Use Cached Exchange Mode

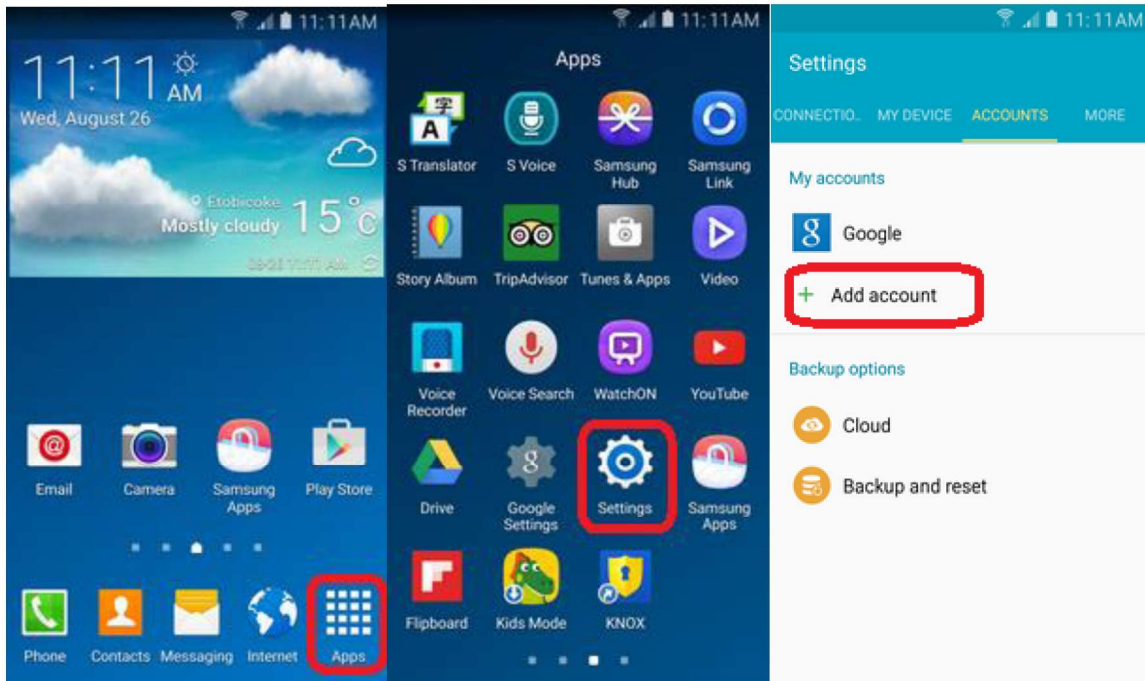
Mail to keep offline: All

☐ Set up Outlook Mobile on my phone, [More Settings ...](#)

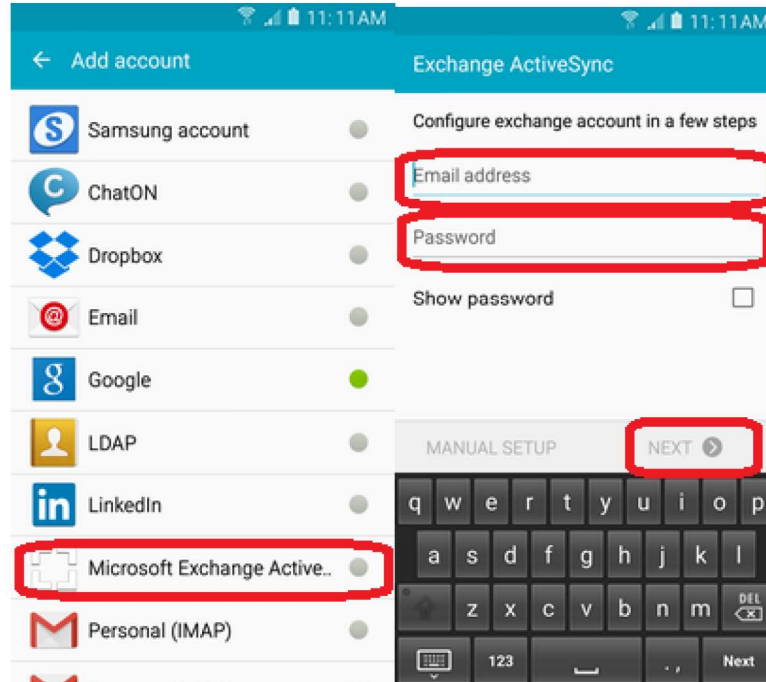
[< Back](#) [Finish](#) [Cancel](#) [Help](#)

Android

- 1) Touch the *Apps* button, *Settings* app, then the *Add account* button.

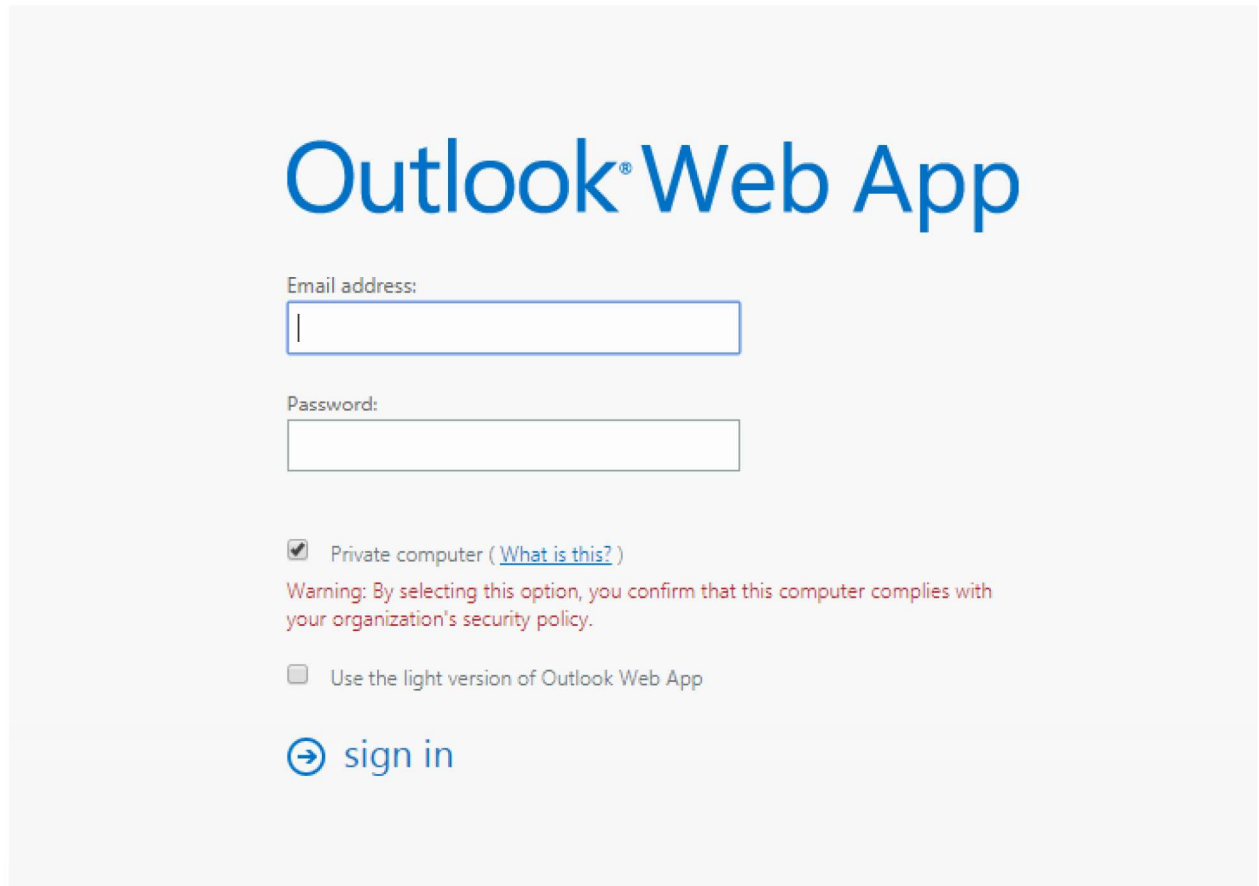


- 2) Now press the *Microsoft Exchange ActiveSync* and enter the provided email and password followed by pressing the next button. You should now have access to your mailbox



Webmail

- 1) You can also access your email by going to <https://mail.abnavyleague.ca> (Note the <https://> and not <http://>).
- 2) Now just enter your email credentials and you will have access to your mailbox.



The image shows the Outlook Web App login interface. At the top, the text "Outlook® Web App" is displayed in a large blue font. Below this, there are two input fields: "Email address:" followed by a text box, and "Password:" followed by a text box. Under the password field, there is a checked checkbox labeled "Private computer ([What is this?](#))" and a warning message in red text: "Warning: By selecting this option, you confirm that this computer complies with your organization's security policy." Below this is an unchecked checkbox labeled "Use the light version of Outlook Web App". At the bottom, there is a blue circular icon with a right-pointing arrow followed by the text "sign in".

Outlook® Web App


Email address:

Password:

☒ Private computer ([What is this?](#))

Warning: By selecting this option, you confirm that this computer complies with your organization's security policy.

☐ Use the light version of Outlook Web App

 sign in