PSICORP GROUP

EXCHANGE ACCOUNT SETUP

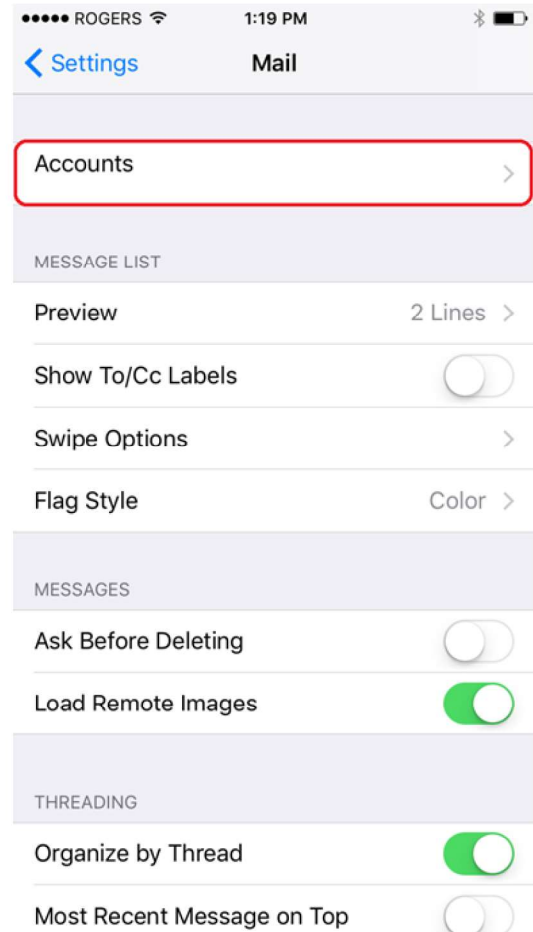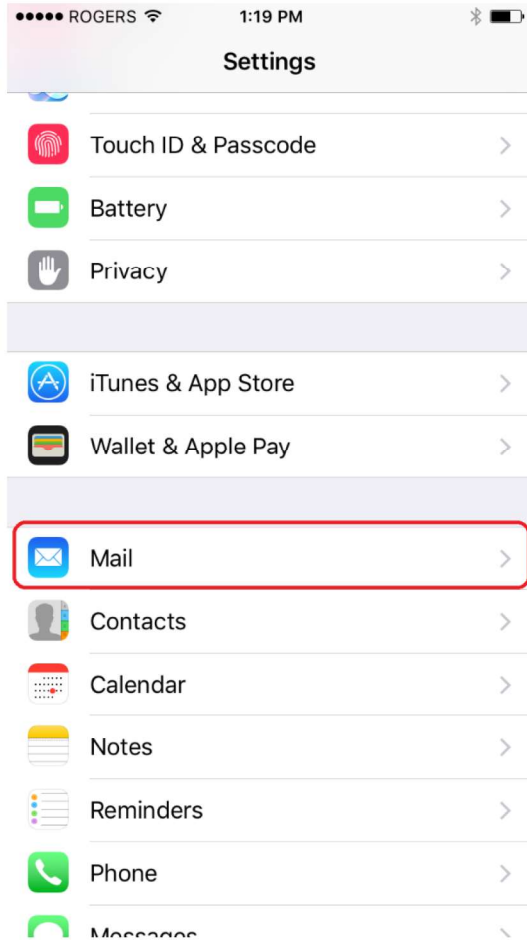iPhone, Outlook, Android, and Webmail

iPhone

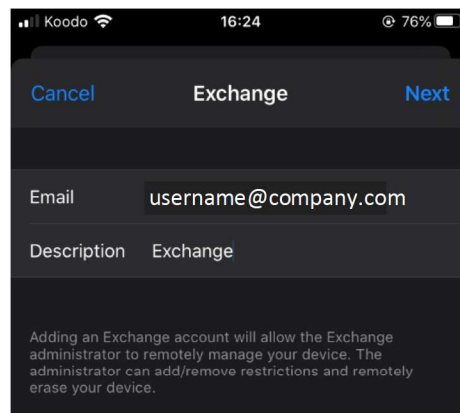1) Head into the *Settings* app on your iPhone then scroll down to the *Mail* tab and tap on it. Then go ahead and tap on the *Accounts* tab.
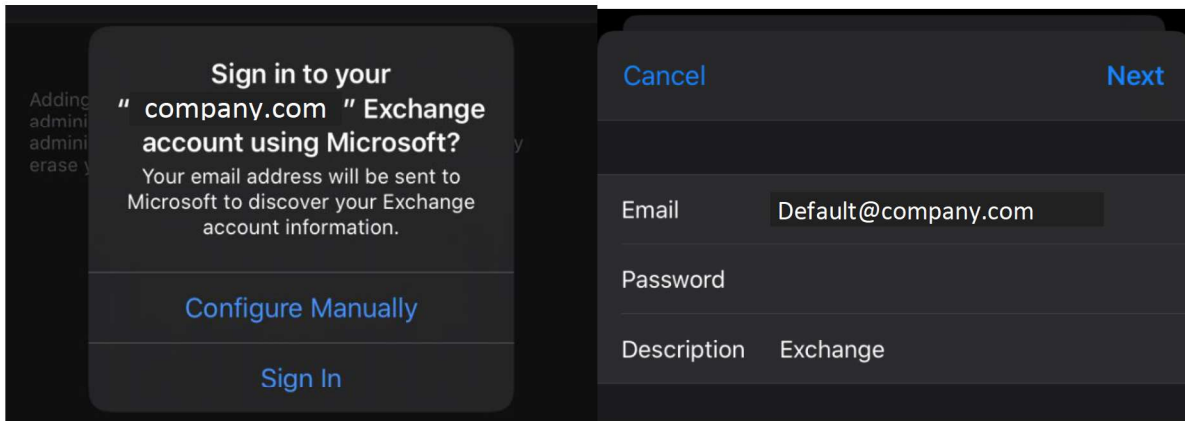
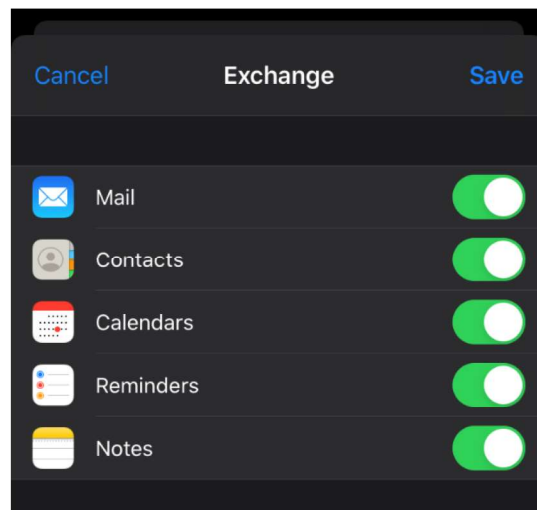2) Tap on the *Add Account* tab then the *Exchange* tab.
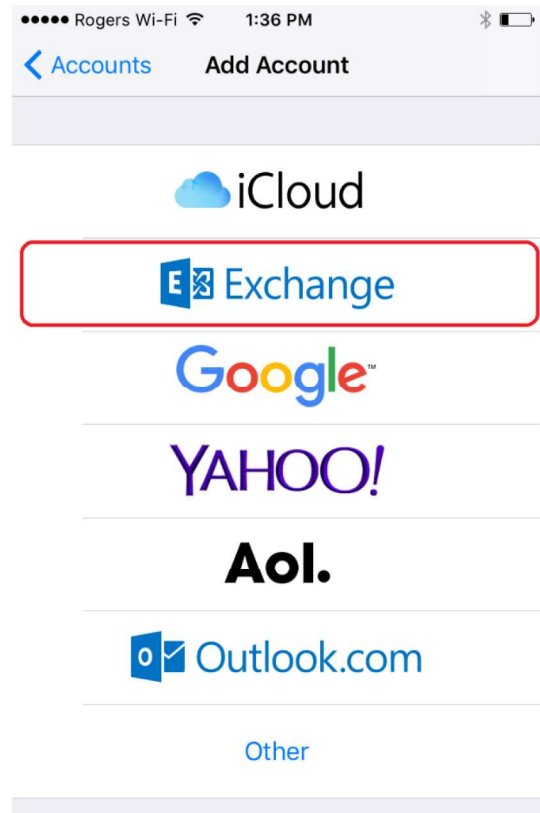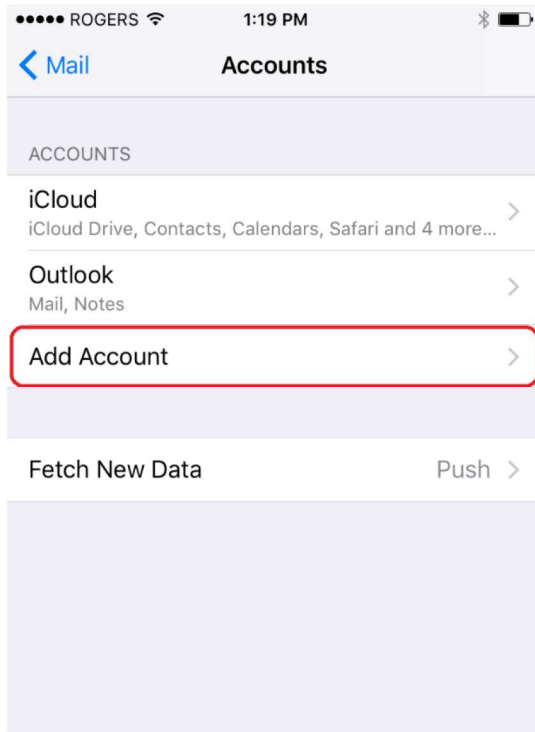
3) Enter your **username@company.com** email address in the **Email address** field and then press **Next**.

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.
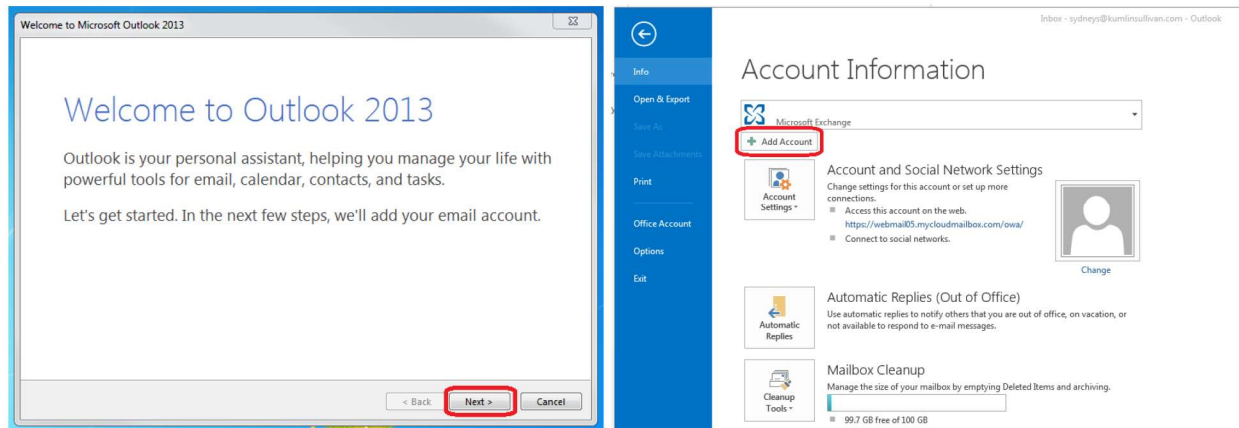
2) Outlook will now ask if you wish to setup an account. Make sure the *Yes* checkbox is marked and click *Next*. If prompted, the account type is Exchange.
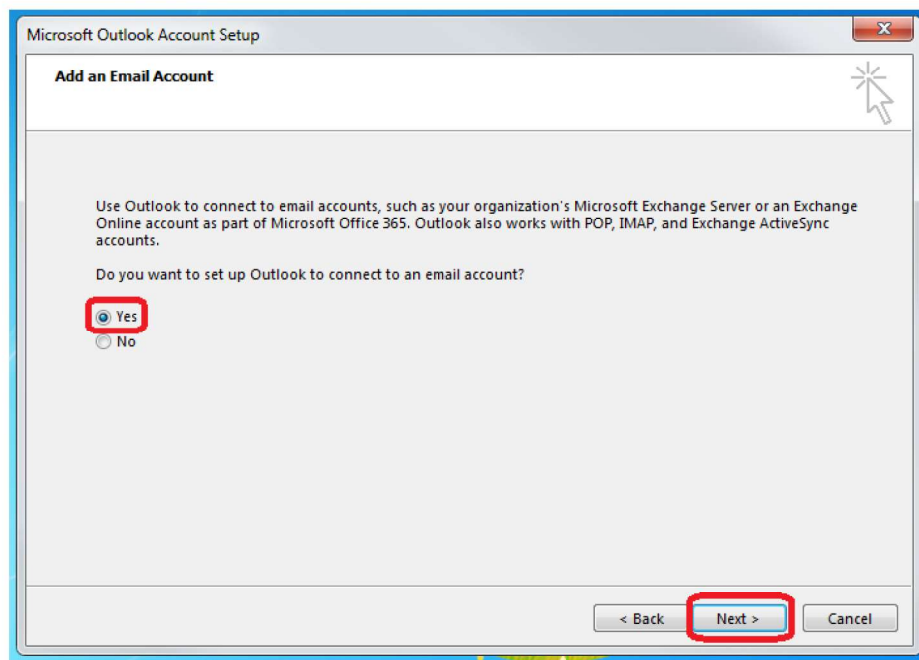
3) Now Outlook will ask for your account information. Go ahead and enter your information provided then click *Next*.

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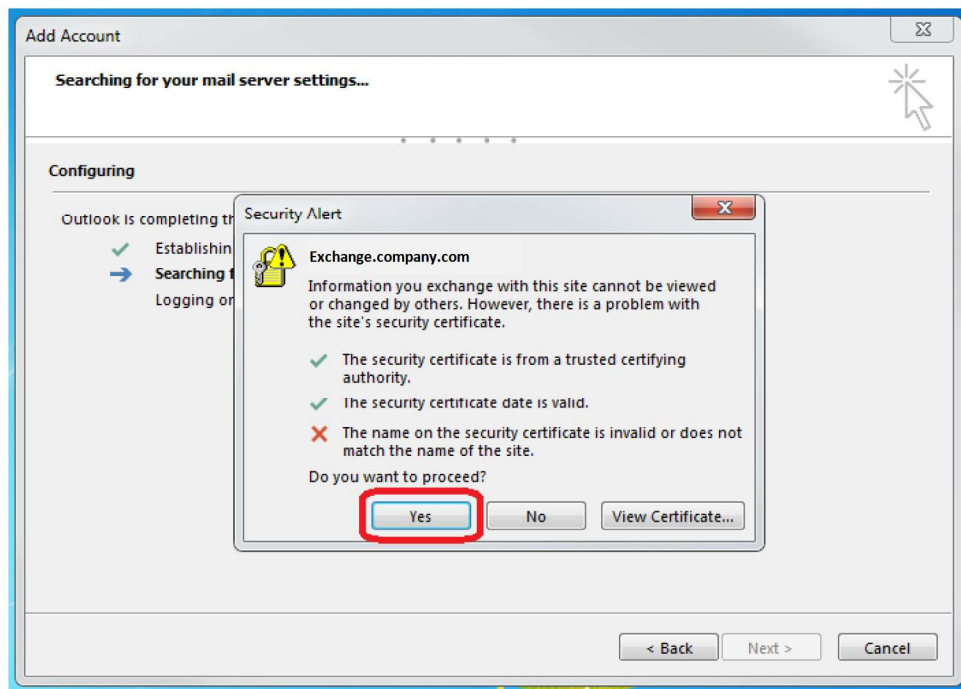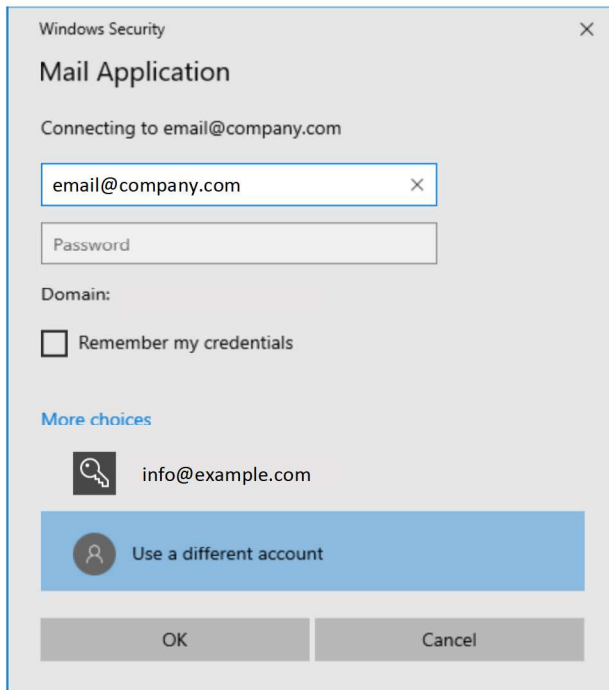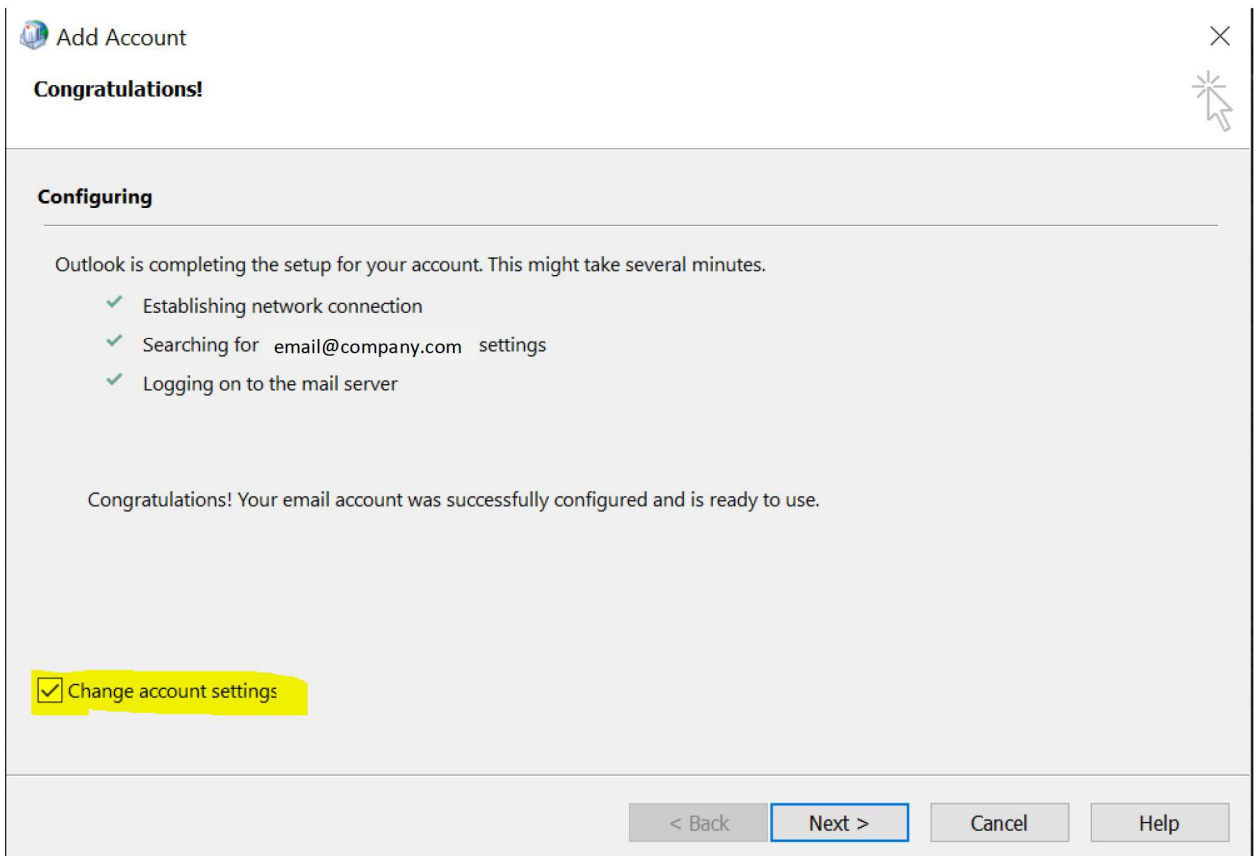
6) A pop-up asking for you to re-confirm your account info may appear. Enter your password and click the *Remember my credentials* checkbox. In the screenshot below, if the "Connecting to email@company.com does not match your email address that you are trying to add in the first text box, click on "Use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

Add Account ✕

Congratulations!

Configuring

Outlook is completing the setup for your account. This might take several minutes.

- ✓ Establishing network connection
- ✓ Searching for email@company.com settings
- ✓ Logging on to the mail server

Congratulations! Your email account was successfully configured and is ready to use.

☑ Change account settings

| < Back | Next > | Cancel | Help |

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

Android

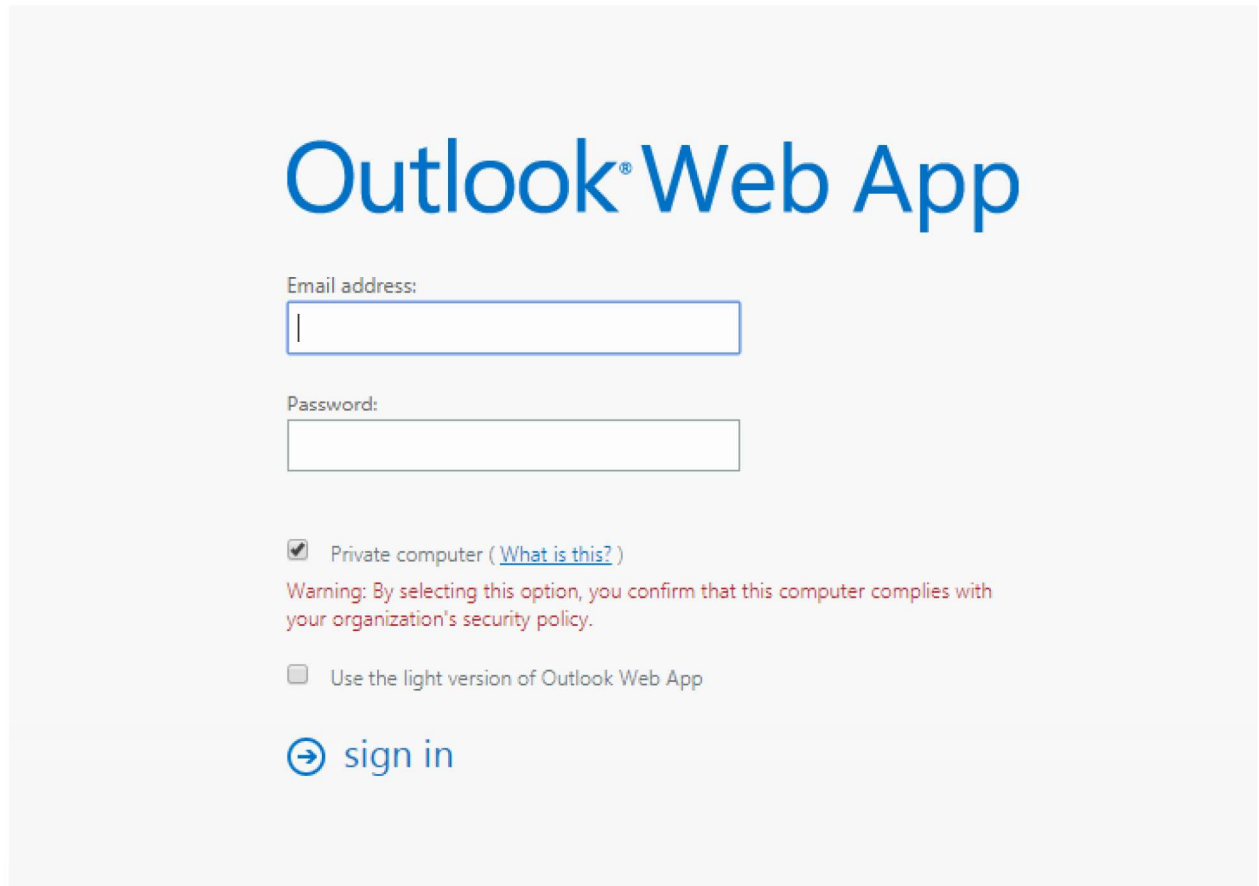1) Touch the *Apps* button, *Settings* app, then the *Add account* button.
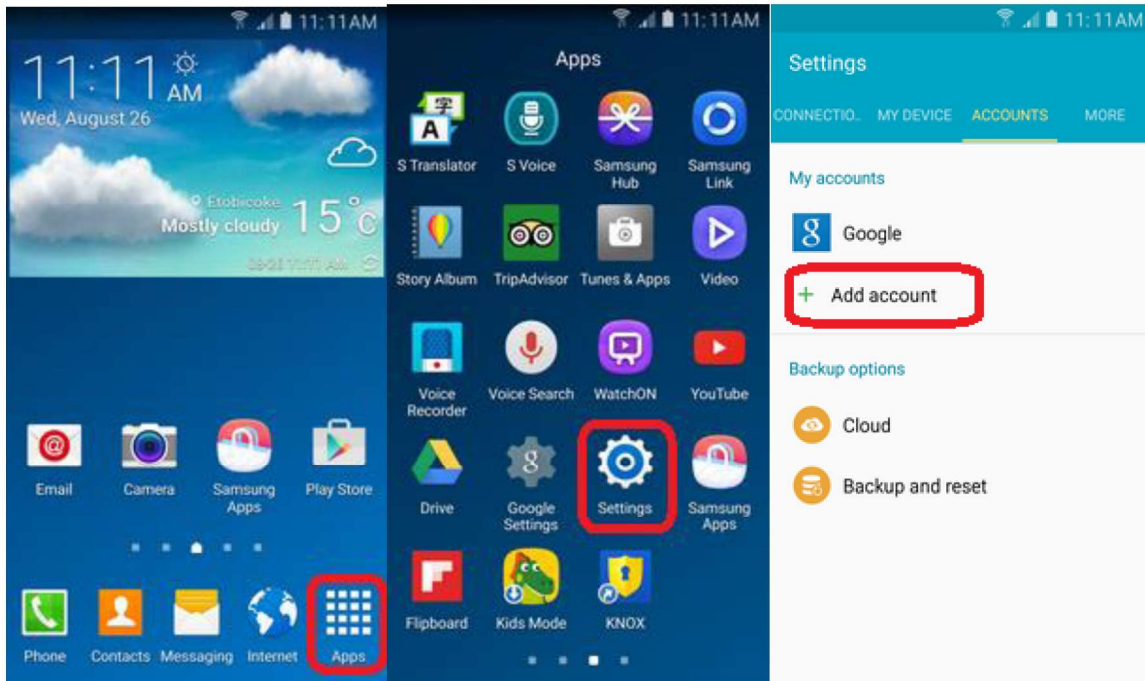
2) Now press the *Microsoft Exchange ActiveSync* and enter the provided email and password followed by pressing the next button. You should now have access to your mailbox
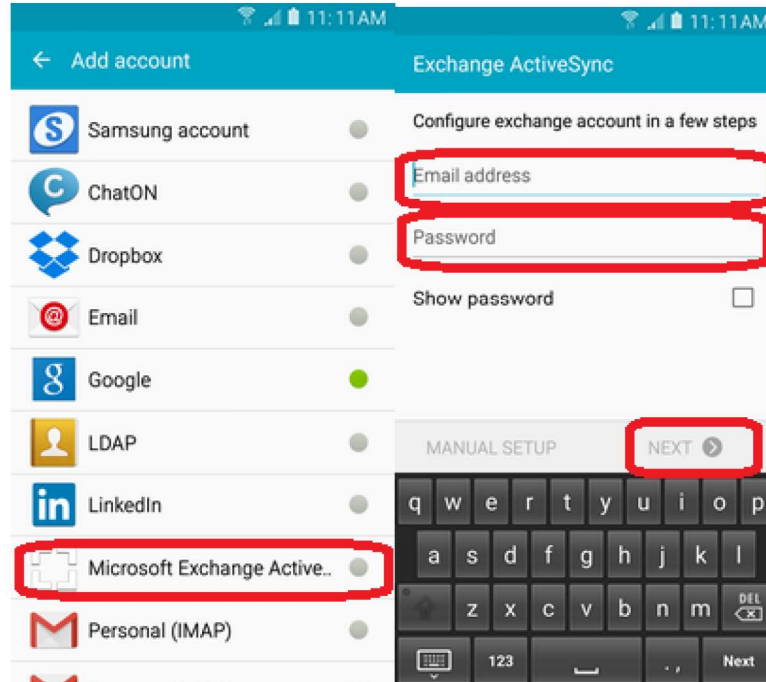
Webmail

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.

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