How to Setup Student Email on Phone

In this guide, we will cover the steps required to setup student email on an iPhone or Android phone.

These are the basic settings you will need to setup your Exchange capable phone to connect to your OLOL College student email.

Email: <FirstNameLastName>@ololcollege.edu  
Domain: OLOLCOLLEGE  
Username: FirstNameLastName  
Password: <email password>  
Server: owa.ololcollege.edu

Please note: Adding this account may require you to setup a passcode for your phone.

How to setup your iPhone for student email:

1. Go to "Settings" icon on your phone.

2. Tap "Mail, Contact, Calendars."

![Settings](image)
3. Tap “Add Account.”

4. Tap “Microsoft Exchange.”
5. Enter the following information:

   Email: <FirstNameLastName>@ololcollege.edu
   Domain: OLOLCOLLEGE
   Username: FirstNameLastName
   Password: <email password>
   Server: owa.ololcollege.edu

6. Select items you would like to synchronize and tap “Done.”

How to setup your Android for student email:

Getting Started

You first need to ensure that your Android Phone is compatible with Hosted Exchange. Select the Mail icon from the menu, then press Menu followed by More then select New Account. If your device is compatible you should see Microsoft Exchange ActiveSync under the Choose a mail provider option.
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Basic Configuration for Android Phones

Select the Microsoft Exchange ActiveSync option after following the steps on the previous page.

1. Enter your email address and password assigned to the Hosted Exchange account and select “Next.”

2. Enter the following information on the next screen:
   - Email: <FirstNameLastName>@ololcollege.edu
   - Domain: OLOLCOLLEGE
   - Username: FirstNameLastName
   - Password: <email password>
   - Server: owa.ololcollege.edu

3. Tap the data options you wish to synchronize between the Exchange server and your Android device then select, “Finish Setup.” The chosen data will then be synchronized with the exchange server.

If you need assistance, please contact the Information Services Support Center (ISSC).

THE INFORMATION SERVICES SUPPORT CENTER (ISSC) IS OPEN 24 HOURS A DAY, 7 DAYS A WEEK, BY PHONE AT (225) 765-4357 (765-HELP).