

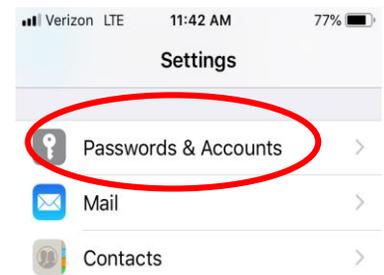


# New England College

## Information Technology Tip Sheet

### Setup NEC email on your Mobile Device

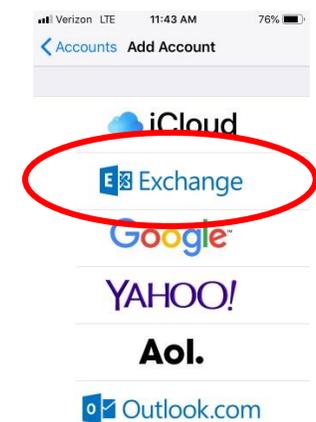
1. Within the device's "Settings", choose the following:
2. Select "Mail, Contacts, calendars" or "Passwords & Account" or just "Accounts" (shown right)



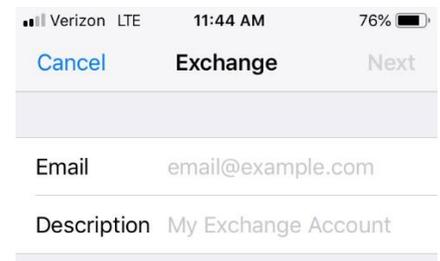
3. Select "Add Account. . ." (shown right)



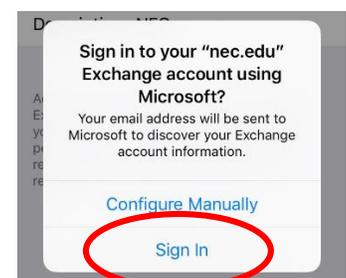
4. Select the "Microsoft Exchange" option (shown right)



5. Enter Your NEC Email Address  
(Can name the "description" anything you would like)



6. Select "Sign In"



7. Enter your NEC Email password and complete the setup