



SETTING UP EMAILS ON PERSONAL DEVICES



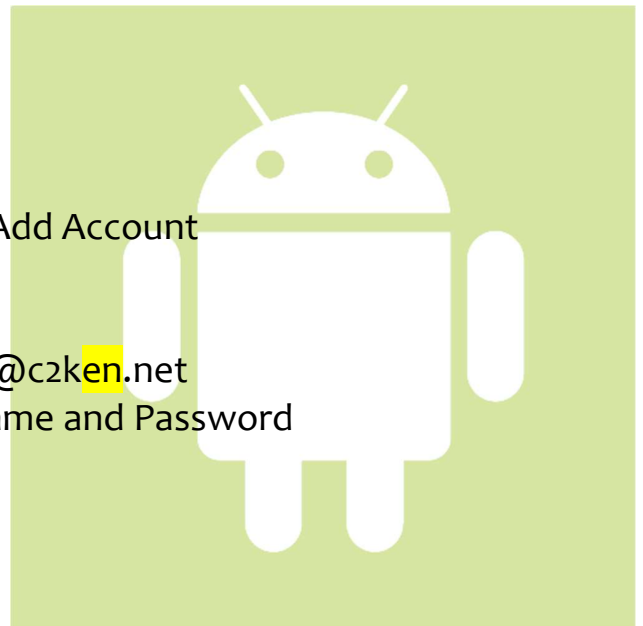
iOS (iPhone/iPad)

- 1) Go to Settings
- 2) Passwords & Accounts
- 3) Add account (under accounts section)
- 4) Select Microsoft Exchange
- 5) Enter your school email address:
 - Email should be as follows: username@c2ken.net
- 6) Enter a Description (optional but a recommended description is: School Emails)
- 7) Tap Next > Click on Sign in
- 8) Enter domain followed by personal C2K username
 - c2ken\personal username
- 9) Password: enter school password
- 10) Tap Sign in or Next and press Save



Android

- 1) Open your email app of choice and choose Add Account
- 2) Select Office 365
- 3) Enter your school email address:
 - Email should be as follows: username@c2ken.net
- 4) Tap Next and enter your normal C2K Username and Password
- 5) Tap Sign in or Next and press Save



If you happen to be asked to manually enter the server and domain at any stage, enter the following:

Server: mail.c2kschools.net

Domain: c2ken.net