Accessing Your E-Mail on a Mobile Device

You can access your USC and/or Dornsife email accounts from any of the following mobile devices. You can also access your email using any ActiveSync email system or device that might not be listed.

- Android
- Blackberry 10
- iOS (iPad/iPhone/iPod Touch)
- Windows Mobile Device (tablet or phone)

Mobile devices that use POP or IMAP email settings are not supported. If your mobile device does not support ActiveSync, you can still access your USC email through a supported mobile browser.
Configuring Your USC Email Account for Use on an Android Device

Follow the steps below to configure the email client on your Android device for use with your USC and/or Dornsife email account(s).

1. Open the device Settings menu. The Settings display.
2. Select the **Add account** option. The *Add an Account* screen displays.

![Add an account screen](image1)

3. Select the **Email** option. A secondary menu displays.

![Secondary menu](image2)
4. Select the **Microsoft Exchange ActiveSync** option. On some devices, this option may be presented as **Exchange**, **Corporate**, or **ActiveSync**. The **Account Setup** screen displays.
5. On the Account Setup screen, enter your email address and the corresponding password in the appropriate fields. In the Server field, enter m.outlook.com. The other fields on the screen should have automatically populated. Select the Next option. The Account Settings screen displays.
6. Configure your email options as you desire. You can select which options to sync and how/when you want to receive new email notifications. When you have finished making selections, select the **Next** option. The **Account Name** screen displays.
7. Give your email account a name, if you desire. This name will help you identify the account, if you have multiple email accounts on your device. This step is optional. Select the **Next** button to complete the email configuration process. Your inbox displays.

Your USC email address is now configured for use with your Android device.
Configuring Your USC Email Account for Use on a Blackberry Device

Follow the steps below to configure the email client on your Blackberry device for use with your USC and/or Dornsife email account(s).

1. Open the *System Settings* menu for your Blackberry Device. A menu displays.
2. Select the **Accounts** option, located in the middle of the menu. The **Add Account** screen displays.

![Add Account](image)

3. Select the **Email, Calendar and Contacts** option from the **Add Account** menu. The next screen displays.

![Add Account](image)
4. Enter your USC email address in the *Email Address* field. Enter the entire email address. Use the picture above as an example. After entering your USC email address in the appropriate field, select the **Next** option, located at the top of the screen. Your Blackberry device attempts to locate your connection information based on the email address you have entered.

5. Next, you will be prompted to enter the password that corresponds to your email address. Enter your password in the appropriate field and then select the **Next** option. A notice about *Advanced Options* displayed.
6. Setting up your USC email account on your Blackberry device may require the use of the *Advanced Settings* options. A notice to this effect displays. Select the **OK** option.

7. Next, select the **Advanced** option, located at the bottom of the screen. A menu displays.
8. Select the **Microsoft Exchange ActiveSync** option, located near the top of the screen. The *Add Account* screen displays.
9. There are multiple fields on the Add Account screen. Scroll down the screen to the Server Address field and enter m.outlook.com into the Server Address field. Then, select the Next option.
10. The server address you entered will be verified by the email configuration process.
11. When the server address has been verified, you will be prompted to select the items you want to sync with your account. By default, all options are enabled. If you do not want to sync one of the items, slide the adjacent bar to the left to disable the syncing of that item.

12. When you are finished selecting items to sync, select the Done option, located at the top of the screen. A summary of your email account information is displayed.

Your USC email address is now configured for use with your Blackberry device.
Configuring your USC Email Account for Use on an iOS Device

Use the following instructions to configure your USC email account for use with your iOS (iPad, iPhone, iPod Touch) device.

1. From the desktop of your device, select the mail icon. This icon will be located on the desktop or in the dock, at the bottom of the screen.

2. If you already have an email account configured on this device, you will need to navigate to Settings > Mail, Contacts, Calendars > Add Account.

3. The Welcome to Mail screen displays.
4. Select the **Exchange** option. You will be prompted to enter your email address and password.

![Image of Exchange interface]

Email: [Redacted]@usc.edu
Password: [Redacted]
Description: Exchange

5. Enter your USC email address and the corresponding password, in the appropriate fields. Enter a description in the *Description* field that will help you identify this account. Then, select the **Next** option.
6. The last screen in the configuration process provides the ability to select which items you want to sync: Contacts, Calendars, Reminders, or Notes. You can select as many or as few of these options, as you desire. By default, all items are enabled for syncing. Make any changes to the items to sync, and then select the Save option.

Your USC email address is now configured for use with your iOS device.

Configuring your USC Email Account for Use on a Windows Mobile Device
Follow the steps below to configure the email client on your Windows mobile device for use with your USC and/or Dornsife email account(s).

1. Select the Settings icon from your desktop. The Settings icon may appear similar to the following. The Add Account screen displays.

2. From the Add Account screen, select the Exchange option. The Exchange screen displays.
3. On the Exchange screen, enter your USC email address and the corresponding password. Then, select the sign in option, located at the bottom of the screen.
4. Your email account has been added to your device. A confirmation screen displays.

5. Select the done option, located at the bottom of the screen. The configuration process is now complete.

Your USC email address is now configured for use with your Windows device.