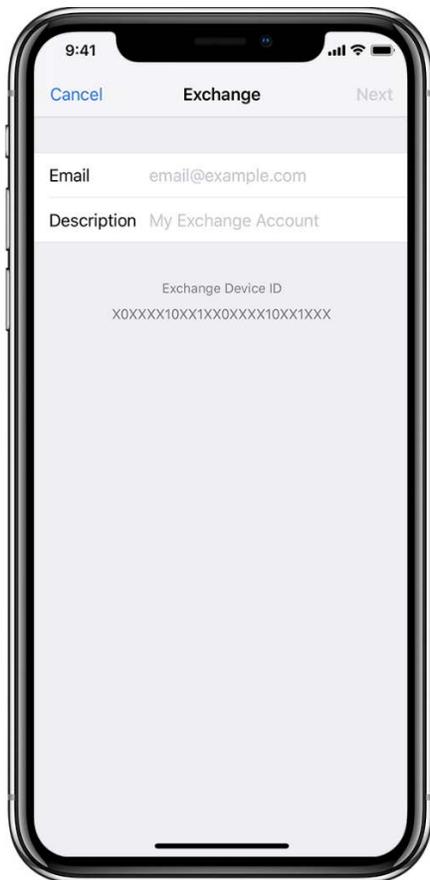# Set up LACCD Office 365 E-mail

Apple iOS (iPhone, iPad, or iPod Touch)

1. Add an Exchange account
   a. Tap "Settings"
   b. Tap "Passwords & Accounts"
   c. Tap "Add Account"
   d. Tap "Exchange"

2. Enter your email address
   a. Enter your email address with the @laccd.edu extension (ex. smithj@laccd.edu)
   b. Enter a description that distinguishes this account from your old account (ex. LACCD O365)
   c. Tap "Next"

Set up LACCD Office 365 E-mail

Apple iOS (iPhone, iPad, or iPod Touch)

3. Connect to your Exchange Server
After you enter your email address, description and tap "Next", choose "Sign in" in the pop-up message that appears.
Your device will automatically discover your Office 365 account information. Our new cloud accounts use modern authentication, and you'll be sent to our single sign-on screen. You should see your new @laccd.edu email prepopulated under "Username." Enter the password you had set up when logging into SIS or the new web email at mymail.laccd.edu.

Set up LACCD Office 365 E-mail

Apple iOS (iPhone, iPad, or iPod Touch)

Sync your content

You can sync Mail, Contacts, Calendars, Reminders and Notes. When you're finished, tap "Save".