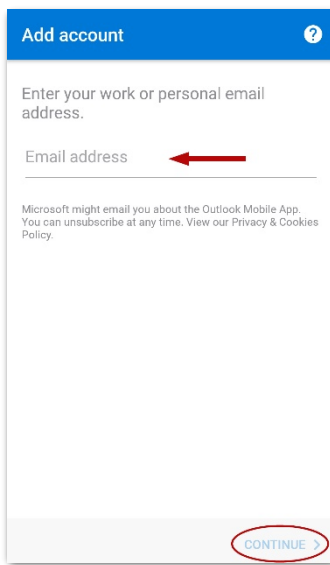


Sync your Mobile Device(s) with your SSCC MyMail Office 365 Email

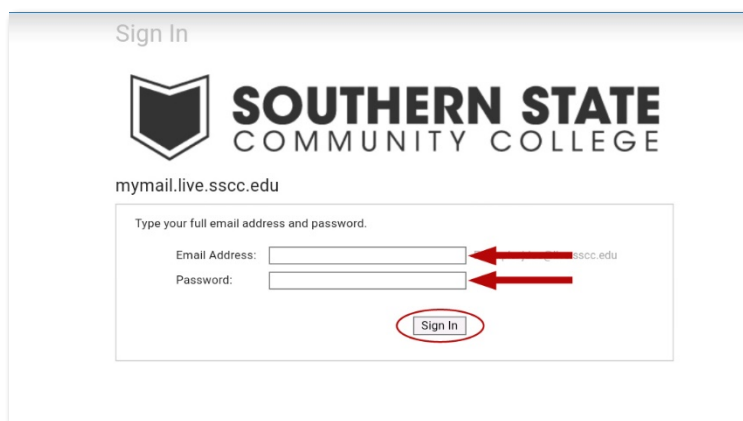
1. To Sync your Mobile Device(s) with your SSCC MyMail Office 365 account you will first need to **download the Office 365 Outlook app** for [Android](#) or [iOS](#).



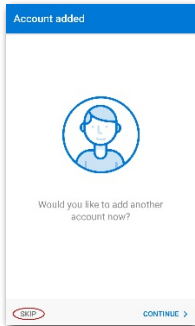
2. Once the app is installed on your mobile device launch the app and follow the on-screen instructions. First you will select **Get Started**.
3. Then enter your **SSCC MyMail Office 365 Email** address and select **Continue**.



4. This will lead you to the MyMail login you are used to seeing on the desktop version. **Enter your full email address and password** then select **Sign In**.



- The application will then ask if you would like to add another account. If you have another account you would like to add select Continue, otherwise select **Skip**.



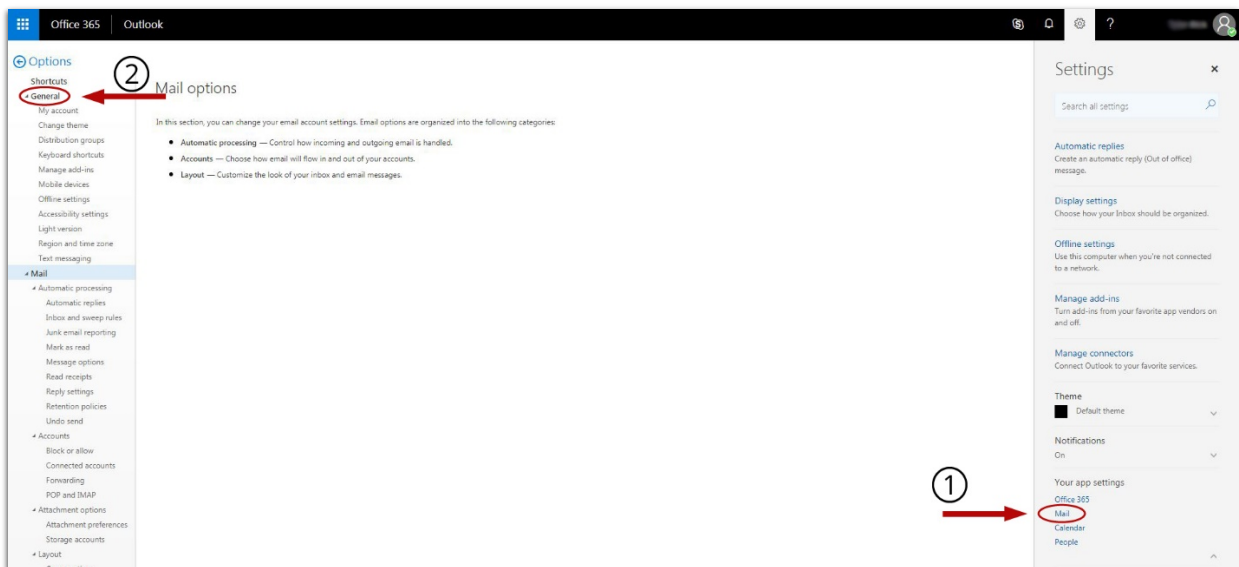
- The next set of screens will display tutorials on using the Office 365 Outlook app. You can either read through them by selecting the arrow in the bottom right, or you can skip the tutorials by selecting **Skip**.
- Your SSCC MyMail Office 365 account is now synced with your mobile device, and the app will now display your SSCC email.**

Confirm that your accounts Synced

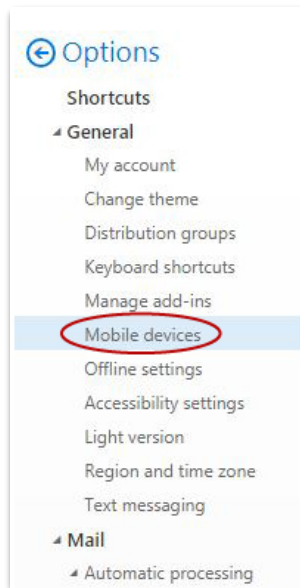
- To confirm that your mobile device and SSCC email are synced, log into your MyMail Office 365 account on a desktop or laptop. Then select the **Settings Menu** located in the top right corner of the screen.



- From there, you will need to select **Mail** from the drop down menu on the right, then expand the **General** drop down menu on the left.



3. Then select **Mobile Devices** from the drop down on the left.



4. This screen will show the Mobile Devices that are synched with your account. You can remove a mobile device, access your device recovery password, initiate a remote device wipe, or block your phone if you lose it.

A screenshot of the 'Mobile devices' page. The page title is 'Mobile devices'. Below the title is a paragraph of text: 'These are the mobile devices that are synchronizing with your mailbox. You can remove a mobile device, access your device recovery password, initiate a remote device wipe, or block your phone if you lose it. When you add a new device and set it up to synchronize with your account, it will appear in the list below. [Learn more](#)'. Below the text are four icons: a pencil, a minus sign, a mobile phone, and a refresh symbol. Below the icons is a table with the following data:

Device	Phone number	Last sync time	Status
Outlook		Monday, May 21, 2018 1:27:42 PM	OK

Below the table is a section titled 'Read receipts' with a checkbox and the text: 'Don't send read receipts for messages read on devices that use Exchange ActiveSync'.