

INSTRUCTIONS FOR SETTING UP YOUR BEL-REA EMAIL ON MOBILE DEVICES

Use these instructions to set up access to your Bel-Rea email on your smart phones/tablets. **Need assistance after trying the instructions?** Please email Stacey Sloan at sloan@belrea.edu.

INSTRUCTIONS FOR APPLE DEVICES:

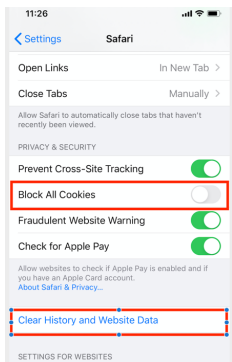
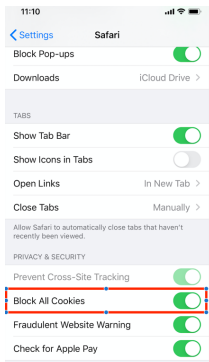
1. Click on **Settings** (located on your home screen)



2. Click on **Safari**



3. Under Privacy & Security – ***If* Block All Cookies is NOT turned on**, then proceed to #4 on this list. **If Block All Cookies IS turned on, turn it OFF and then Click Clear History and Website Data**

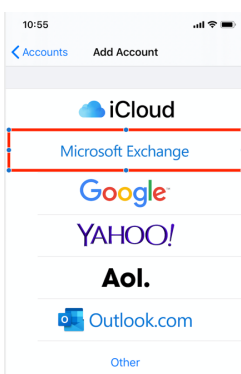
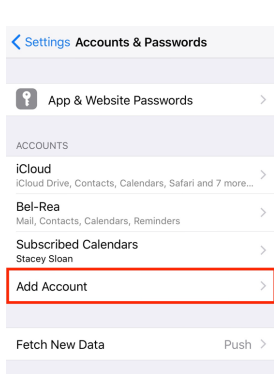


4. Click **Settings** to go back to the main **Settings** list

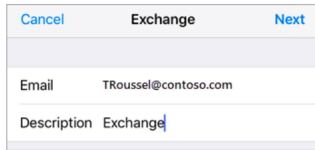
5. Click on **Accounts & Passwords**

6. Click on **Add Account**

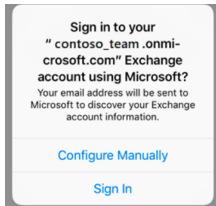
7. On the Add Account menu, click on **Microsoft Exchange**



8. Fill in your **Email Address using your @belrea.edu account information** and change the **Description to Bel-Rea Exchange** (optional) – **Tap Next to continue**



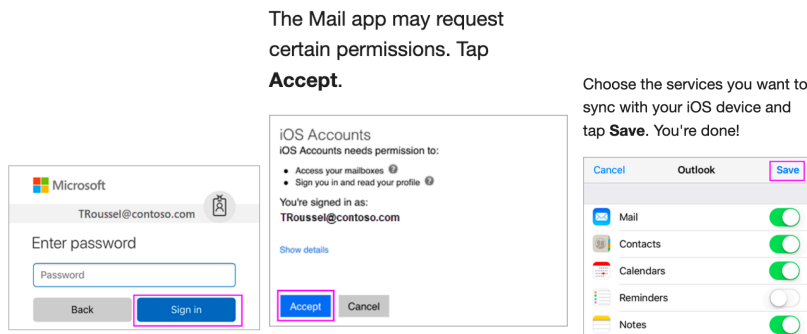
9. Tap **Sign In**



10. Enter your password and click **Sign In and follow the direction below**

The Mail app may request certain permissions. Tap **Accept**.

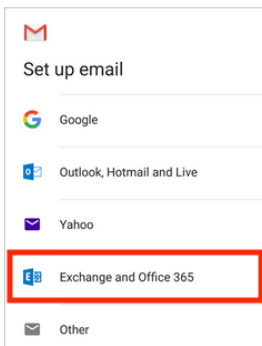
Choose the services you want to sync with your iOS device and tap **Save**. You're done!



If you have problems, please email Stacey Sloan, sloan@belrea.edu for help

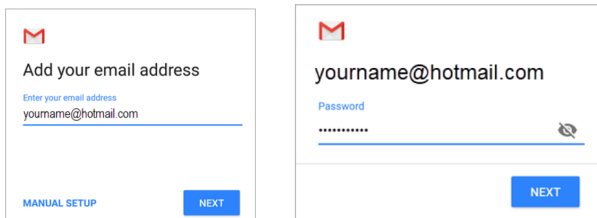
INSTRUCTIONS FOR ANDROID DEVICES:

1. Open **Gmail** app – Tap the menu icon in the upper left corner then click **Settings > Add account > Exchange and Microsoft 365**

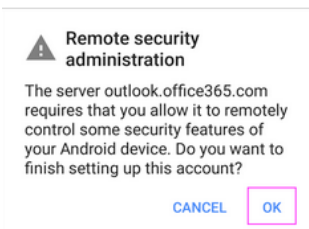


2. Enter your email address > username@belrea.edu > Next. Enter your password > Next

**** Please note that your email is not @hotmail, as shown in this example****

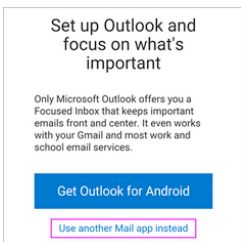


3. Follow any prompts you may get for security or device permissions, sync settings, and more.

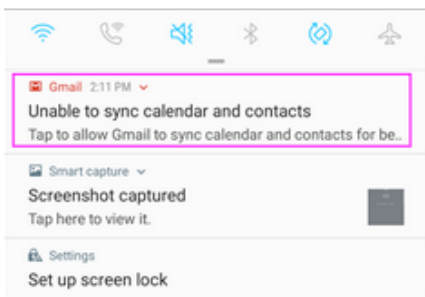


If you have a Microsoft 365 work or school account, you may also be asked to confirm **Remote security administration** and approve additional security measures. In this case, choose **OK** or **Activate**.

4. Go to the **inbox you just set up**. If you see an email that says “**Action Required to Sync Email**,” open it and tap **Use another Mail app instead**. If you don’t see this message and emails are syncing, skip this step.



5. Pull down the Android notification bar by swiping down from the top of your screen.



If you see a notification that reads “Unable to sync calendar and contracts,” tap it. Then tap Allow to give access and you’re done!

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