

Sophia Mail
- Setting Manual for Smartphone -

Feb. 5, 2018

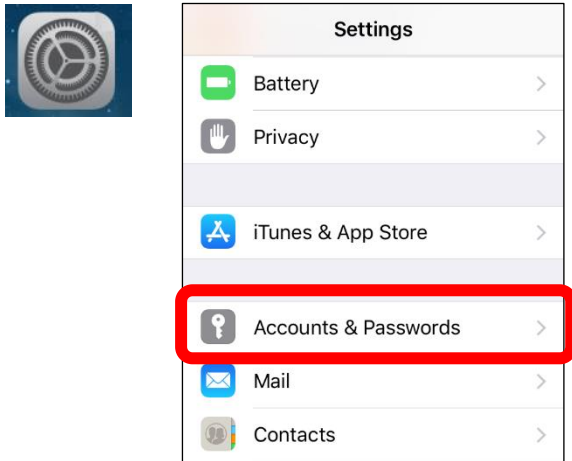
Sophia University ICT Office

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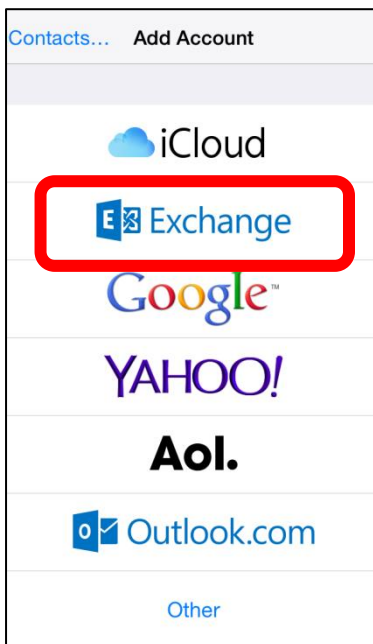
1. iPhone/iPad/iPod (iOS11)

(1) [Settings] - [Accounts & Passwords]

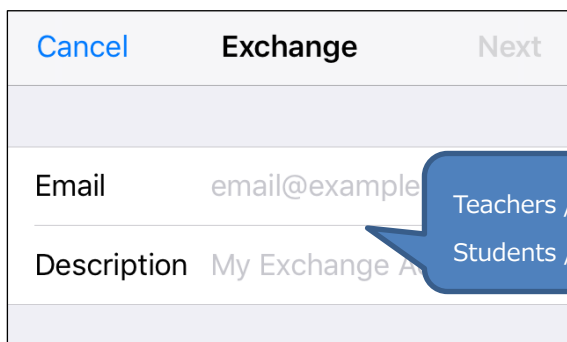


(2) Select [Add Account...].

(3) Select [Exchange].

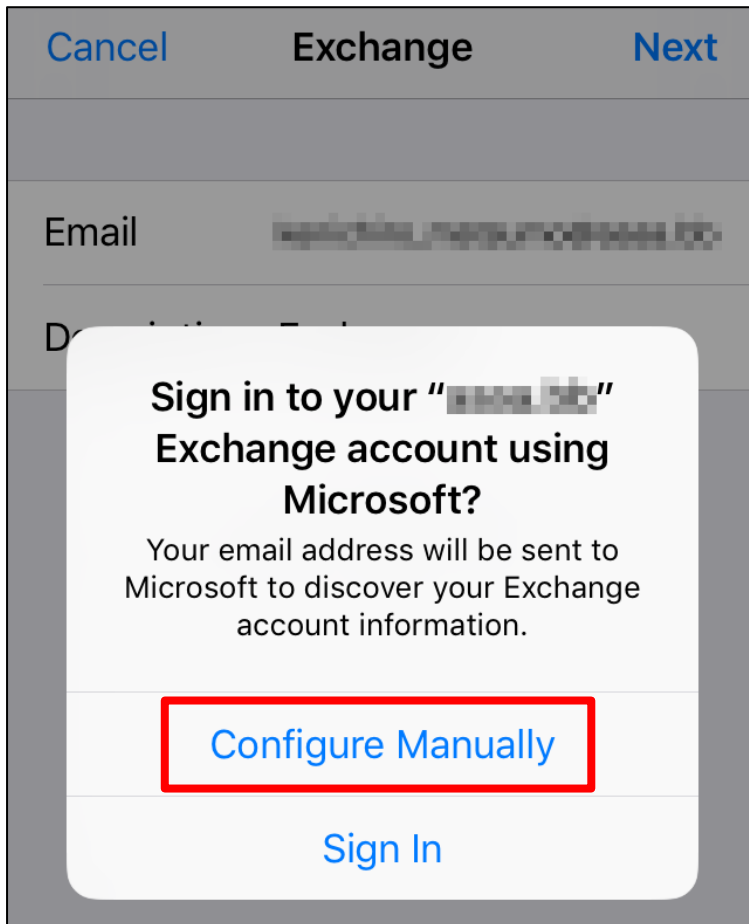


(4) Enter Email. Then tap [NEXT].



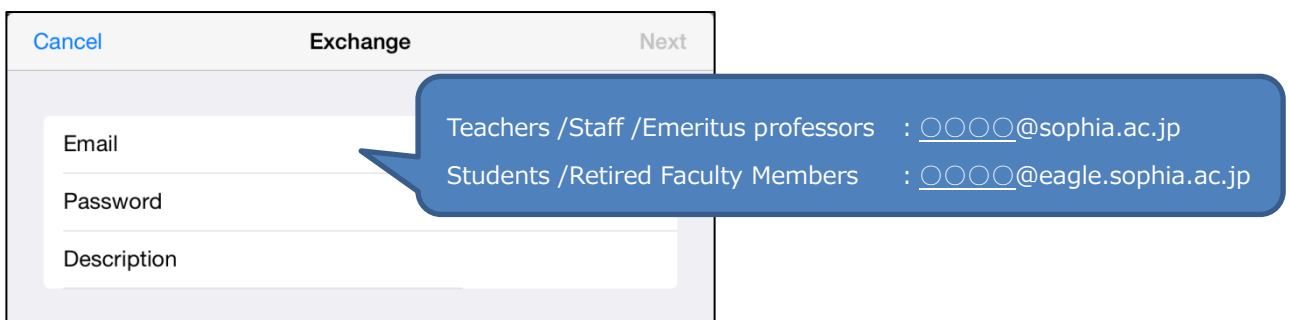
Email	Teachers /Staff /Emeritus professors : <u>OOOO</u> @sophia.ac.jp Students /Retired Faculty Members : <u>OOOO</u> @eagle.sophia.ac.jp
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(5) Confirmed dialog for Exchange account will appear and click “Configure Manually”.



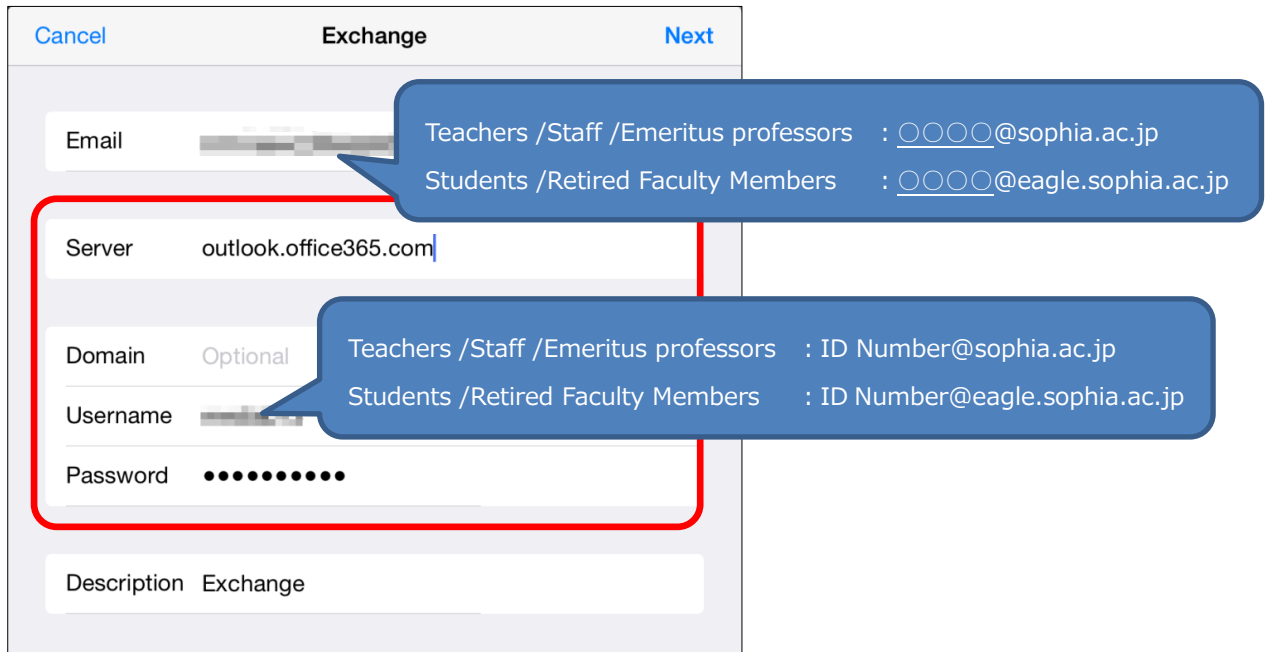
(6) Enter Email and Password. Then tap [Next].

Email	Teachers /Staff /Emeritus professors : <u>OOOO</u> @sophia.ac.jp Students /Retired Faculty Members : <u>OOOO</u> @eagle.sophia.ac.jp
Password	Password for Sophia mail

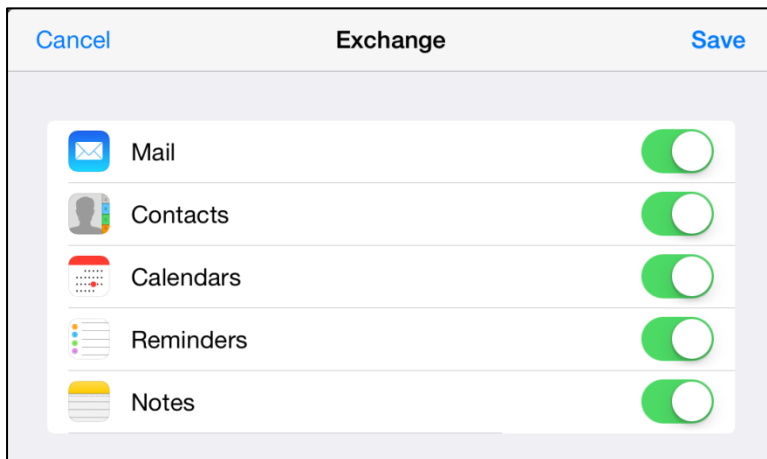


(7) Enter Server, Username and Password. Then tap [Next].

Server	outlook.office365.com
Username	Teachers /Staff /Emeritus professors : ID Number@sophiamail.sophia.ac.jp Students /Retired Faculty Members : ID Number@eagle.sophia.ac.jp
Password	Password for Sophia mail



(8) Tap [Save].



2. Android 4.x(smartphone, tablet)

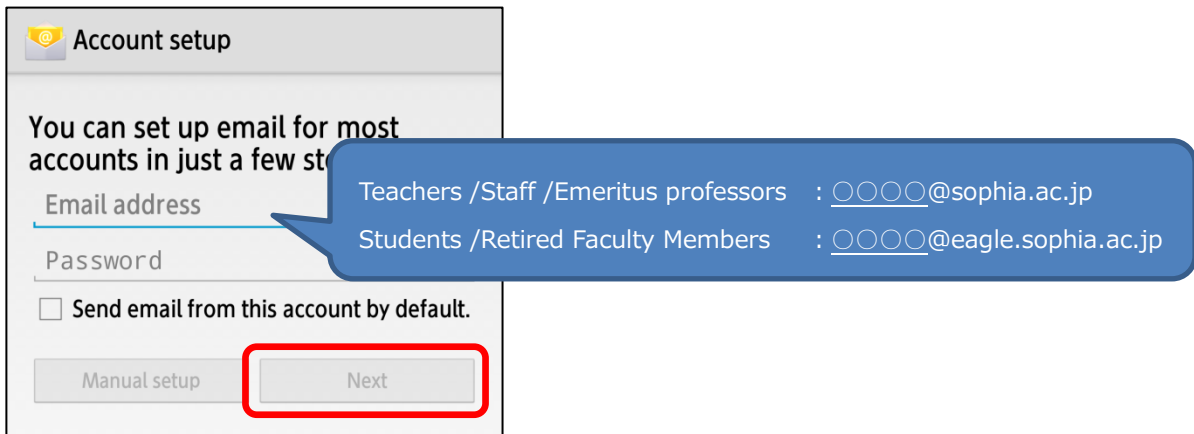
Settings' screens depend on each device. Please refer to the manual of your device and set up your device as follows.

- (1) Start [Email] application and open [Settings] and select [Add account].

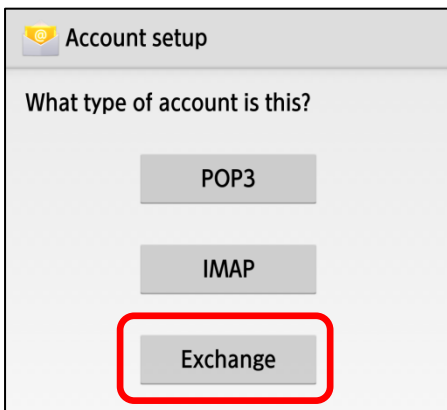


- (2) Enter Email address and Password. Then tap [Next].

Email address	Teachers /Staff /Emeritus professors : ○○○○@sophia.ac.jp Students /Retired Faculty Members : ○○○○@eagle.sophia.ac.jp
Password	Password for Sophia mail



- (3) Select [Exchange] or [Exchange ActiveSync].



- (4) Enter Domain¥Username, Password and Server. If any character strings are already entered, please delete them and enter following information.

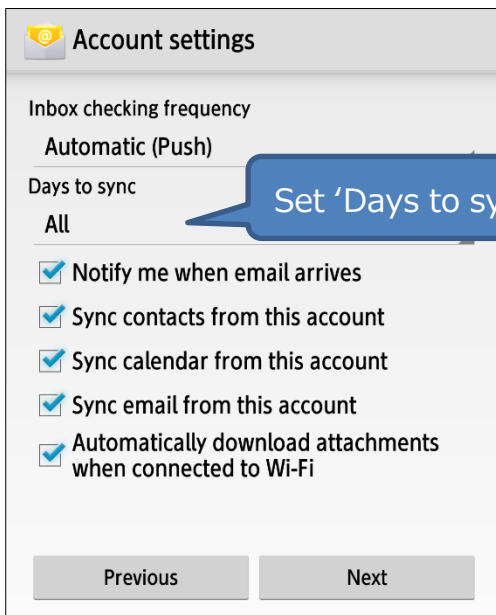
Then tap [Next].

Domain¥Username	Teachers /Staff /Emeritus professors : ID Number@sophia.ac.jp Students /Retired Faculty Members : ID Number@eagle.sophia.ac.jp
Password	Password for Sophia mail
Server	outlook.office365.com
Use secure connection (SSL)	CHECK the box

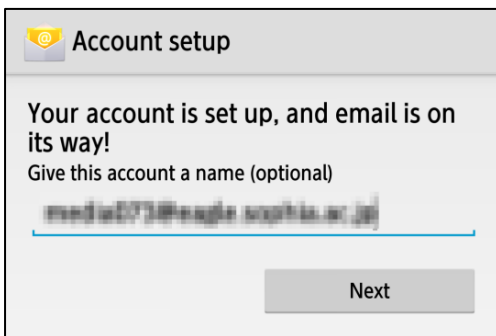
Teachers /Staff /Emeritus professors : ID Number@sophia.ac.jp
Students /Retired Faculty Members : ID Number@eagle.sophia.ac.jp

- (5) When the following pop-up about security appears, please tap [OK].

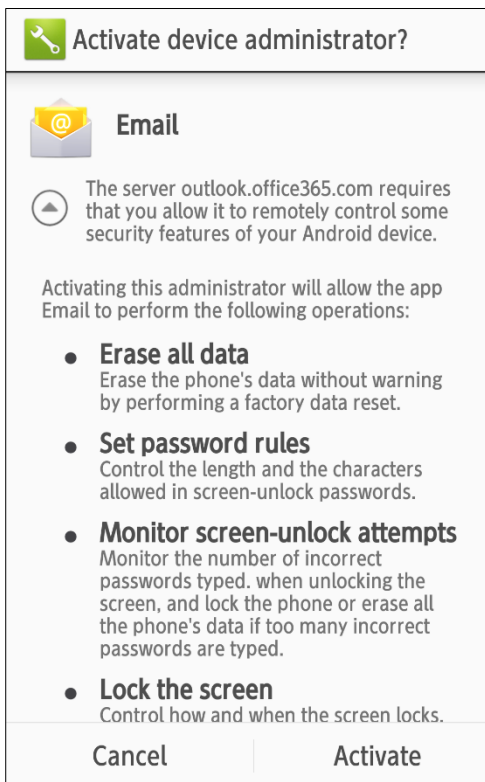
- (6) Please check/uncheck the following boxes as you want and tap [Next].
 Default setting of 'Days to sync' is 'Last week'. Please change it if necessary.



- (7) Please set account name (optional). Then tap [Next].



- (8) When the following screen about device administrator appears, please tap [Activate].



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