

Sophia Mail -Setting Manual for Smartphone-

Oct. 11, 2022

Sophia University ICT Office

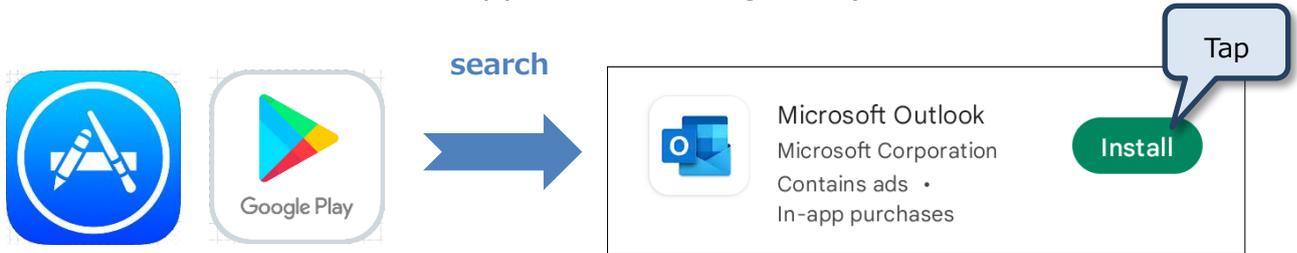
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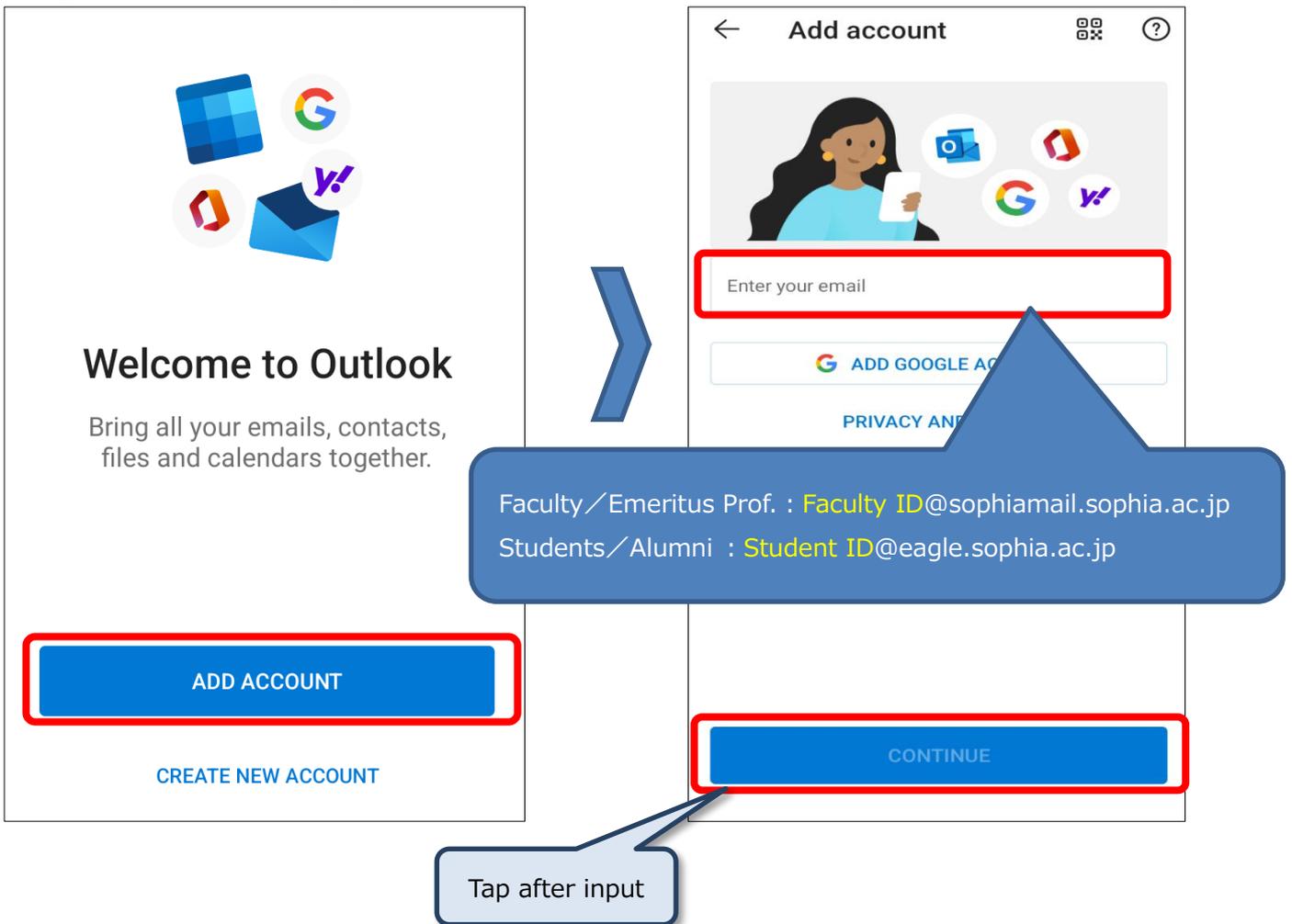
1. Outlook application (iPhone, Android) ※Recommended

Sophia Mail is operated using Microsoft’s Microsoft365 cloud service, which allows users to use Microsoft’s Outlook application (free) available on the App Store and Google Play Store. Since it is the company’s service and app, we recommend using it for its advantages such as easy-to-understand settings and screen structure, and stable use.

- (1) Search for “Outlook” in the App Store or Google Play Store and install.



- (2) Open the Outlook apps and enter username. ※Not email address.



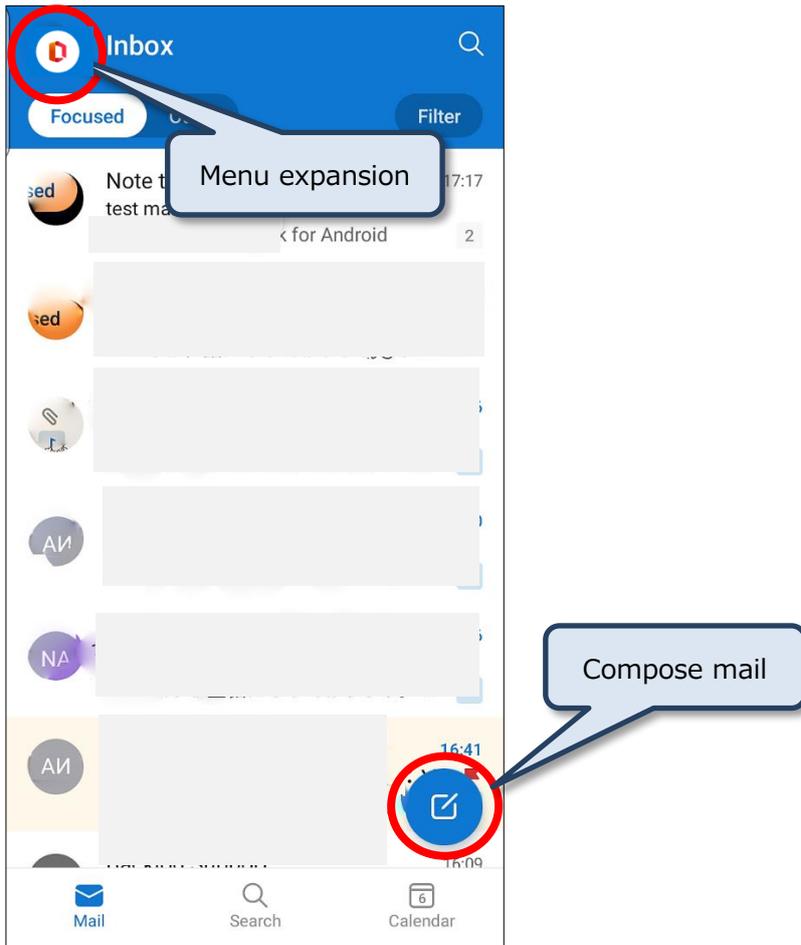
(3) Enter Sophia ICT account password and tap Sign in.

The screenshot shows the Sophia University login interface. At the top left is the Sophia University logo and name in Chinese (上智大学) and English (SOPHIA UNIVERSITY). Below it is a partially obscured email address ending in @sophiamail.sophia.ac.jp. The main heading is "Enter password". A red box highlights the "Password" input field. A blue callout bubble points to this field with the text: "Same as Sophia Mail, Moodle, Sophia Wi-Fi, VPN... If the password has not been changed from the pre-set password, enter the password as listed in the ICT Account Notice." Below the password field are links for "Forgot my password" and "Sign in with another account". A blue "Sign in" button is highlighted with a red box, and a blue callout bubble points to it with the text: "Tap after input". At the bottom, there is a grey box with the text: "Enter your Faculty ID@sophiamail.sophia.ac.jp for username, **Not** your Sophia mail address."

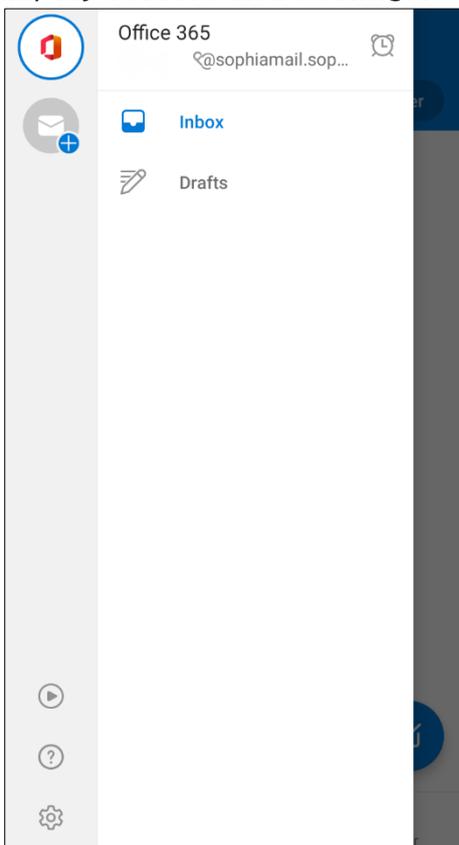
(4) Tap [MAYBE LATER] as it will not be adding another account this time.

The screenshot shows a dialog box with the question "Would you like to add another account?". Above the text are three circular icons representing different user profiles. At the bottom, there are two buttons: "MAYBE LATER" and "ADD >". The "MAYBE LATER" button is highlighted with a red box, and a blue callout bubble points to it with the text: "Tap".

(5) Sophia Mail opens.

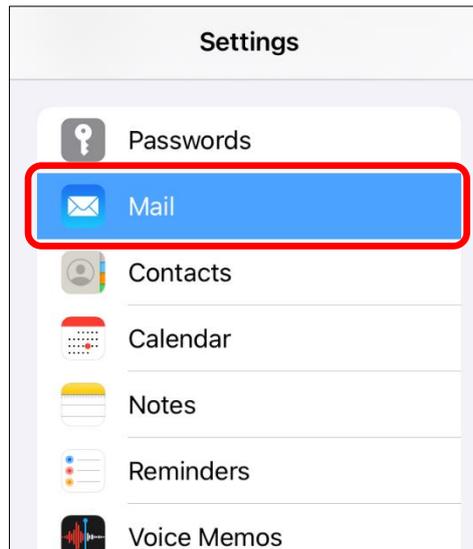


※Tap the icon in the upper left corner or swipe the left edge of the screen to display folders and settings.

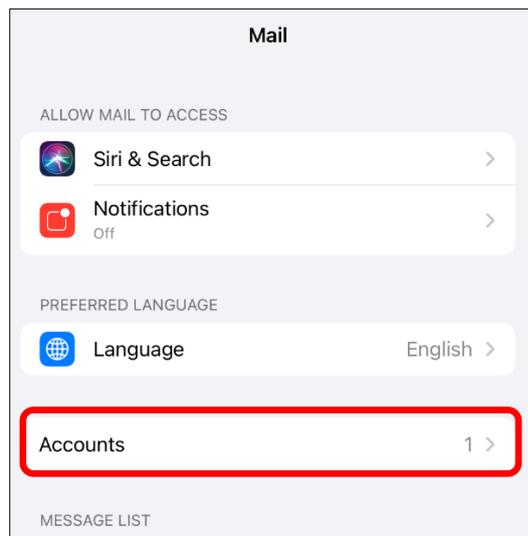


2. iPhone/iPad/iPod(iOS15)

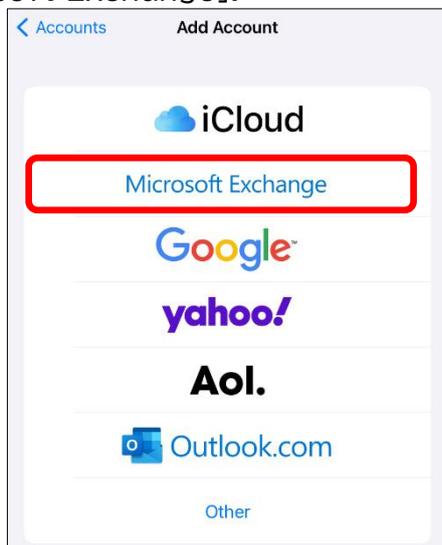
(1) From [Settings], tap Mail.



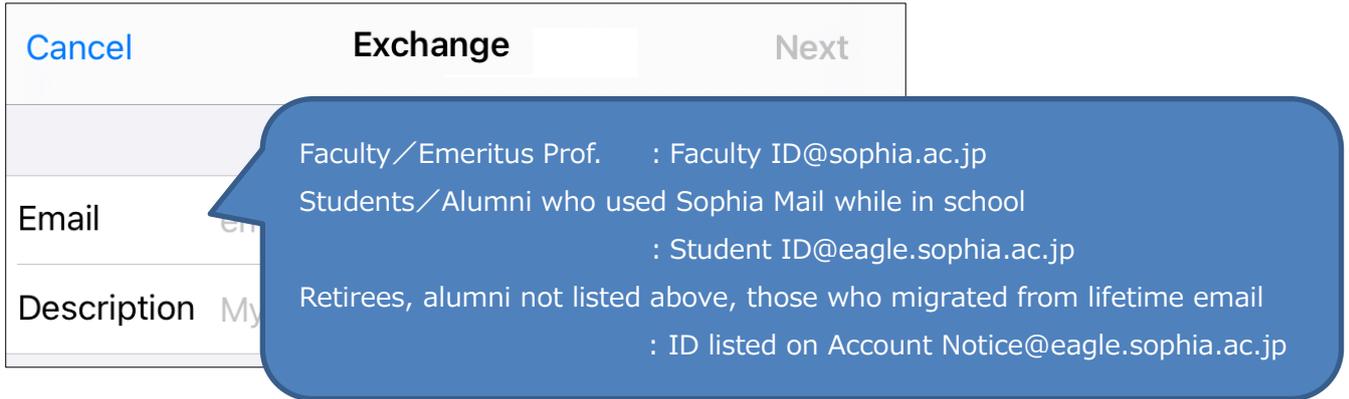
(2) Tap [Accounts].



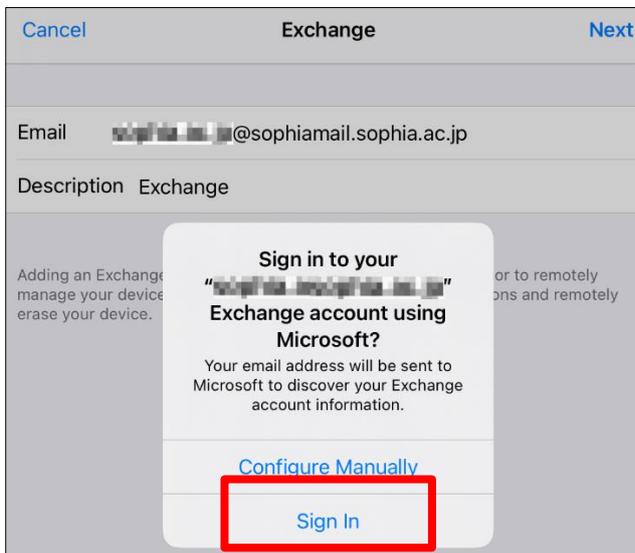
(3) Tap [Microsoft Exchange].



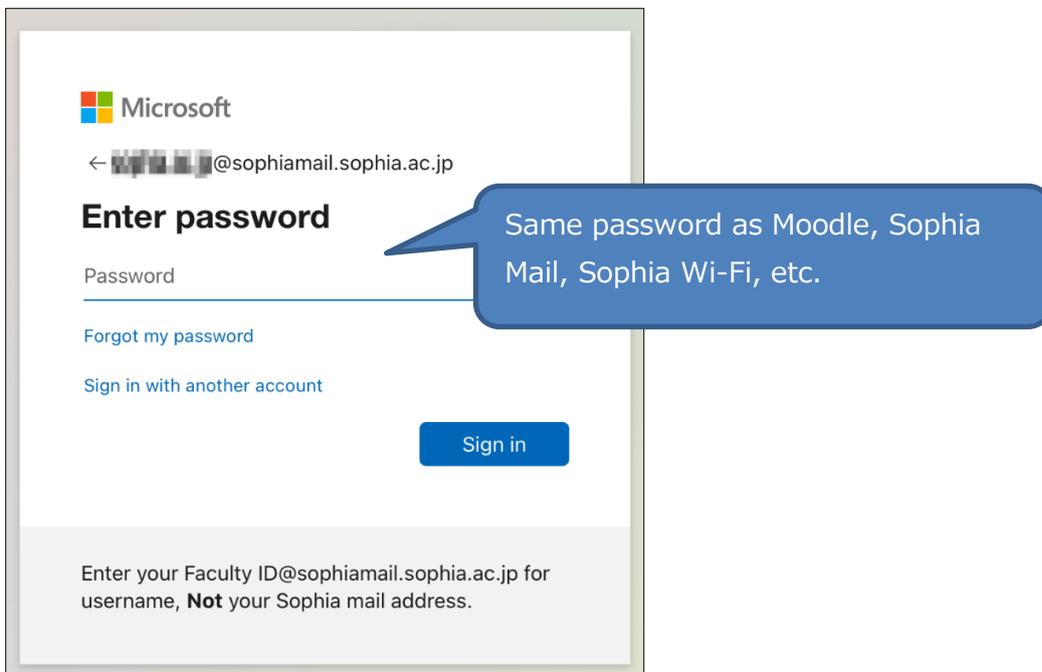
- (4) Enter Microsoft Office365 Username and tap Next.



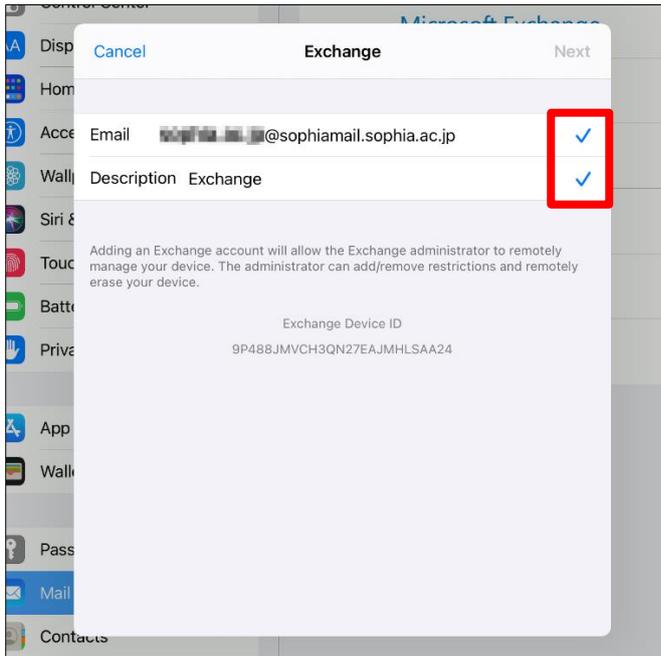
- (5) Tap [Sign In] when the confirmation dialog for signing in Exchange account appears.



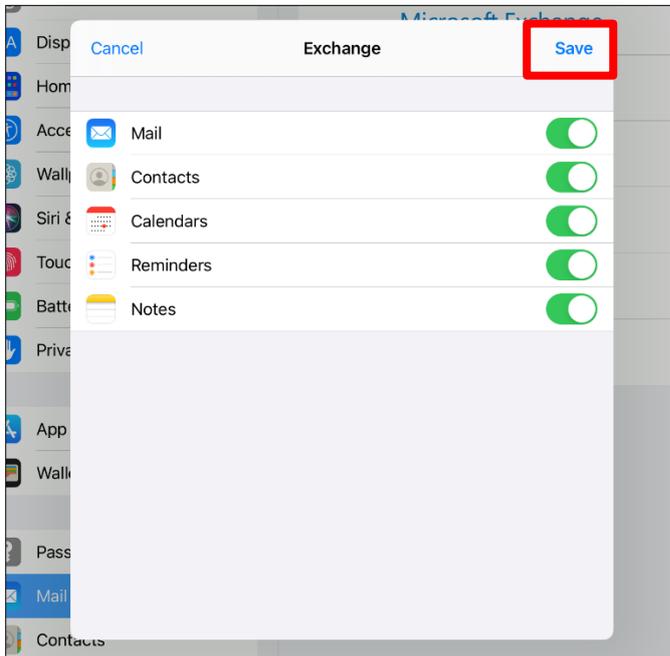
- (6) Internet browser will automatically launch and move to the password entry screen. Enter Microsoft365 password and tap "Sigh In".



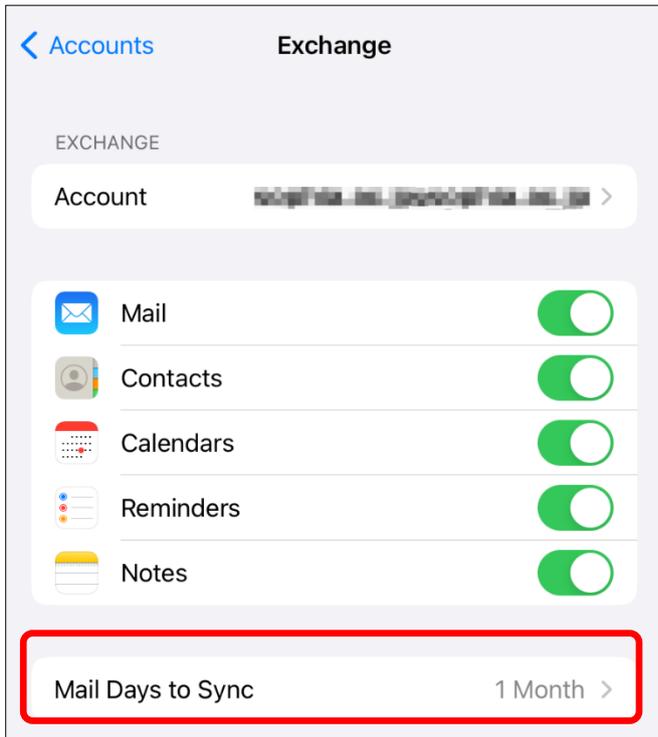
- (7) After authentication passes, it will automatically be returned to the settings screen, where the “Email” and “Description” fields are marked with .



- (8) Tap [Save] to exit the setup.



- (9) By default, the latest one month's worth of emails is synchronized. To change the setting, change the [Mail Days to Sync] setting from the account has been set up.



Sophia Mail
-Setting Manual for iOS and Android-

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