Sophia Mail
-Setting Manual for Smartphone-

Sep. 2024

Sophia University ICT Office
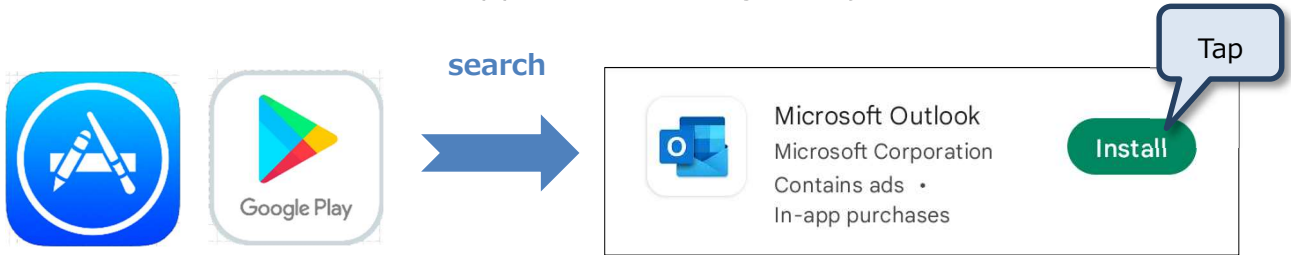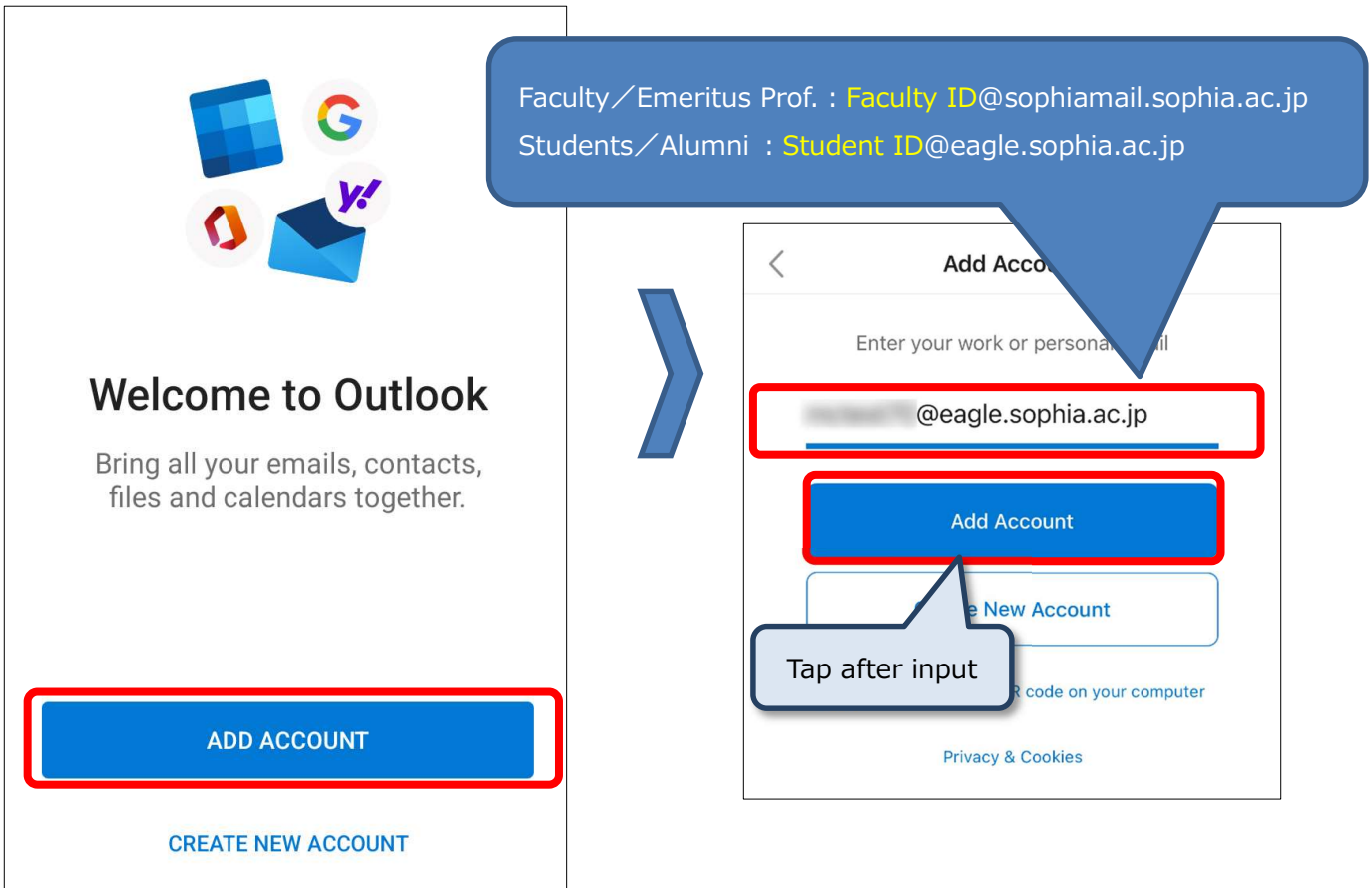
Contents

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.

search

Tap

Microsoft Outlook
Microsoft Corporation
Contains ads ·
In-app purchases

Install

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

Faculty／Emeritus Prof. : Faculty ID@sophiamail.sophia.ac.jp

Students／Alumni : Student ID@eagle.sophia.ac.jp

Welcome to Outlook

Bring all your emails, contacts, files and calendars together.

ADD ACCOUNT

CREATE NEW ACCOUNT

Add Account

Enter your work or personal mail

＿＿＿＿＿＿＠eagle.sophia.ac.jp

Add Account

Tap after input

e New Account

R code on your computer

Privacy & Cookies

(3) Enter your 'Login ID for system on campus(Student ID or Faculty ID)' and 'password' for Sophia ICT Account, then click [Login] button.

上智大学
SOPHIA UNIVERSITY

Integrated Authentication System
統合認証システム

Login ID Student ID or Faculty ID

Password

パスワードを忘れた方は以下のリンクをクリ
Click the link if you have forgotten your passwo
日本語/English

Login

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.

Tap after input

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

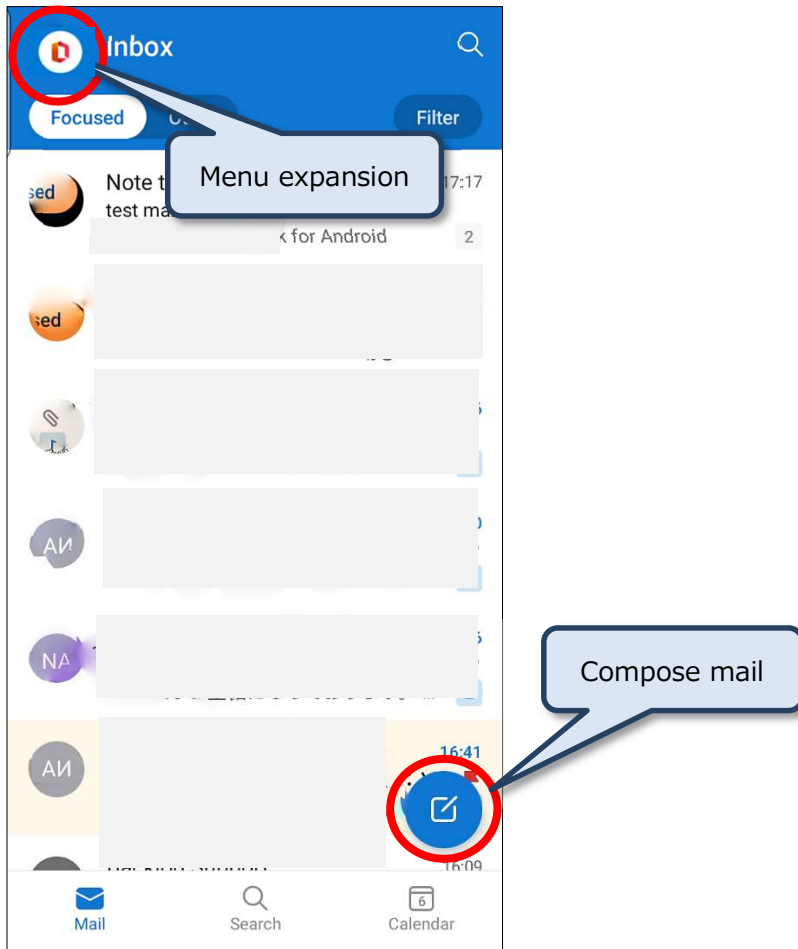**Add Another Account**

Would you like to add
another account?

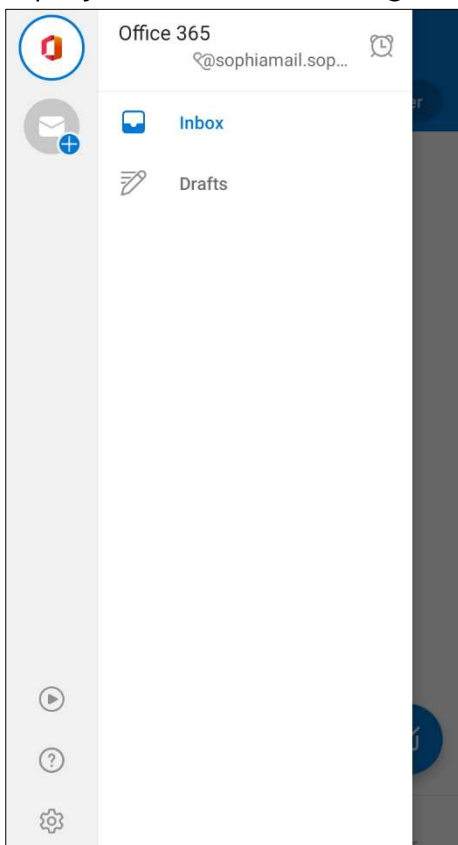Maybe Later   Add

Tap

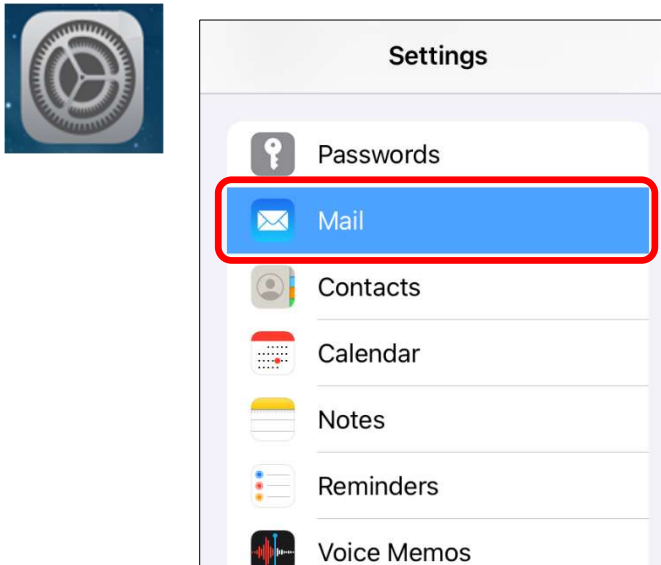Approve sign-ins   Sign in

（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.
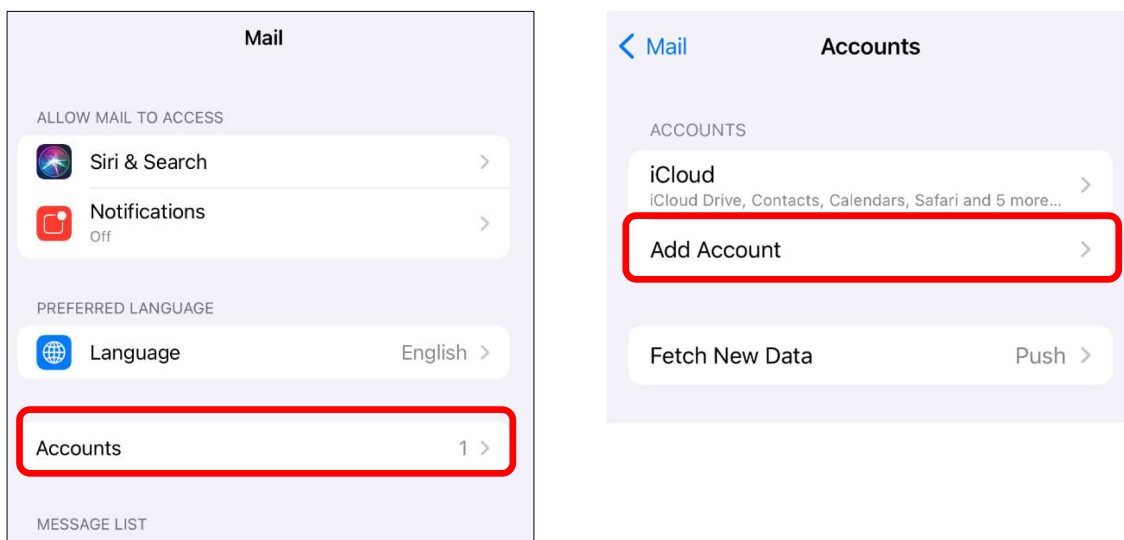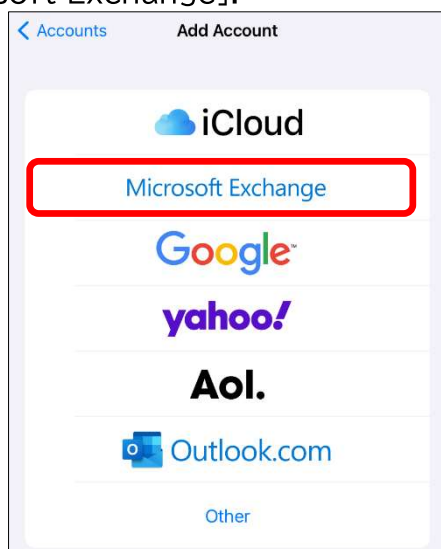
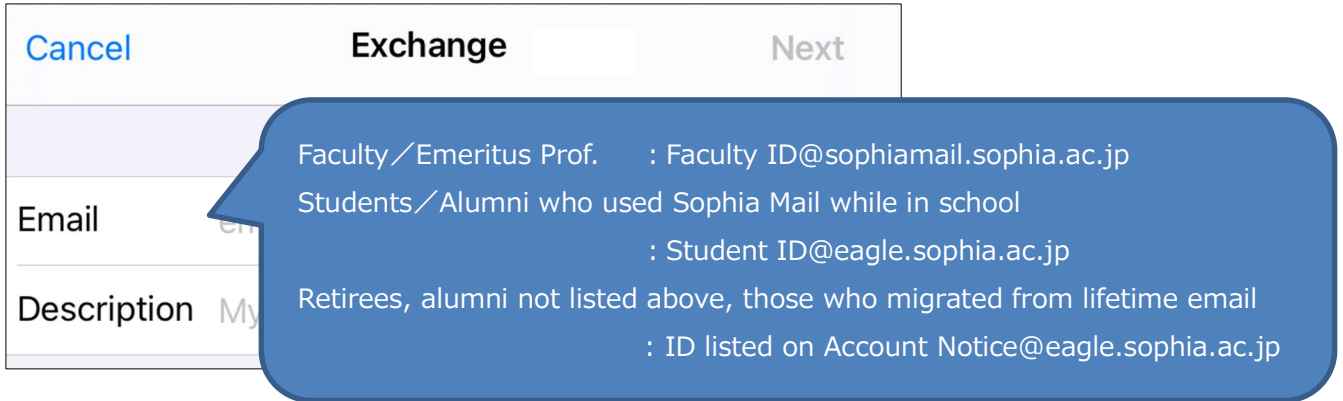## 2. iPhone/iPad/iPod(iOS15)

(1) From [Settings], tap Mail.

(2) From [Accounts], tap [Add Account].

(3) Tap [Microsoft Exchange].


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（4）　Enter Microsoft Office365 Username and tap Next.

Cancel　　　　　Exchange　　　　　Next

Email

Description　My

Faculty／Emeritus Prof.　　: Faculty ID@sophiamail.sophia.ac.jp

Students／Alumni who used Sophia Mail while in school

　　　　　　　　　　　　　: Student ID@eagle.sophia.ac.jp

Retirees, alumni not listed above, those who migrated from lifetime email

　　　　　　　　　　　　　: ID listed on Account Notice@eagle.sophia.ac.jp

（5）　When the pop-up appears, please follow the instructions as shown in the image below.

Cancel　　Exchange　　Next

Email　　@sophiamail.sophia.ac.jp

Description　Exchange

Adding an Exchange
manage your device
erase your device.
or to remotely
ons and remotely

Sign in to your
"　　　　　"
Exchange account using Microsoft?
Your email address will be sent to Microsoft to discover your Exchange account information.

Configure Manually

Sign In

Email　　@sophiamail.sophia.ac.jp

Description　Sophiamail

Adding an Exchange account will allow the Exchange administrator to remotely manage your device. The administrator can add/remove restrictions and remotely erase your device.

"Settings" Wants to Use "microsoftonline.com" to Sign In
This allows the app and website to share information about you.

Cancel　　Continue

（6）　Enter your 'Login ID for system on campus(Student ID or Faculty ID)' and 'password' for Sophia ICT Account, then click [Login] button.

上智大学
SOPHIA UNIVERSITY

Integrated Authentication System
統合認証システム

Login ID　　Student ID or Faculty ID

Password

Same password as Moodle, Sophia Mail, Sophia Wi-Fi, etc.

パスワードを忘れた方は以下のリンクをクリック
Click the link if you have forgotten your password.
日本語/English

Login

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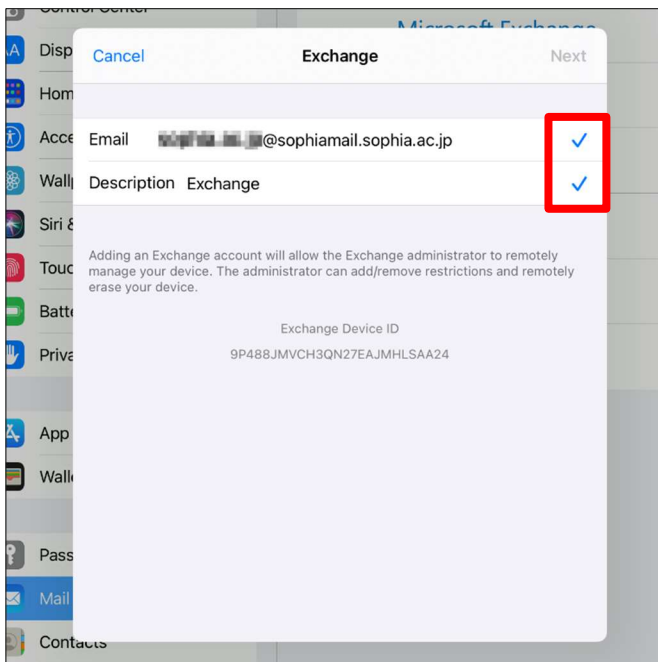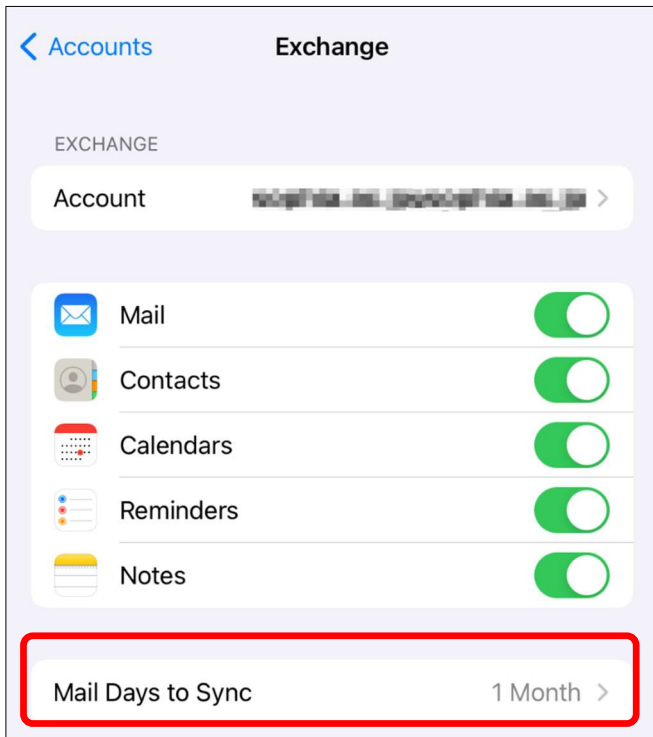

（8） Tap [Save] to exit the setup.
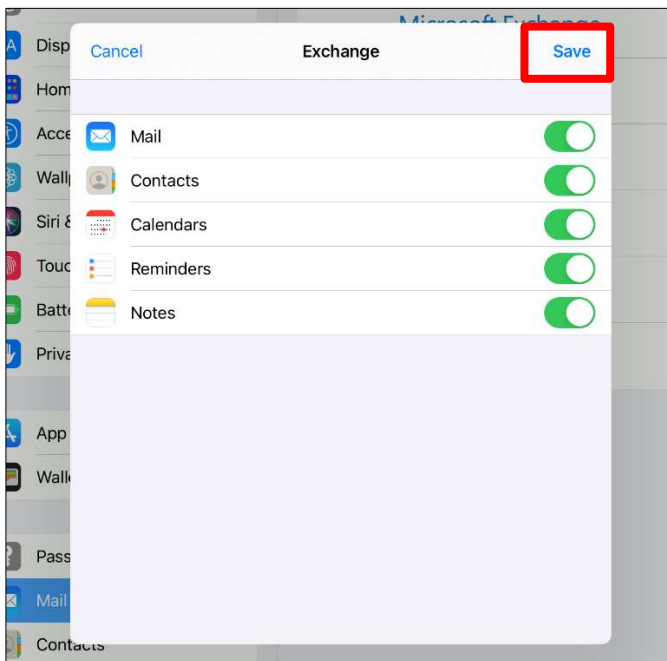
（9）　By default, the latest one month's worth of emails is synchronized. To change the setting, change the [Mail Days to Sync] setting from the account has been set up.

Sophia Mail

-Setting Manual for iOS and Android-

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