Sophia Mail
-Setting Manual for Smartphone-

Feb. 2026

Sophia University ICT Office
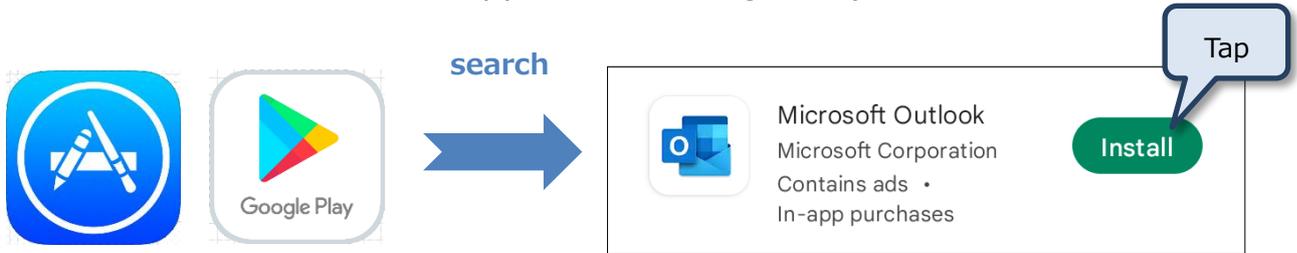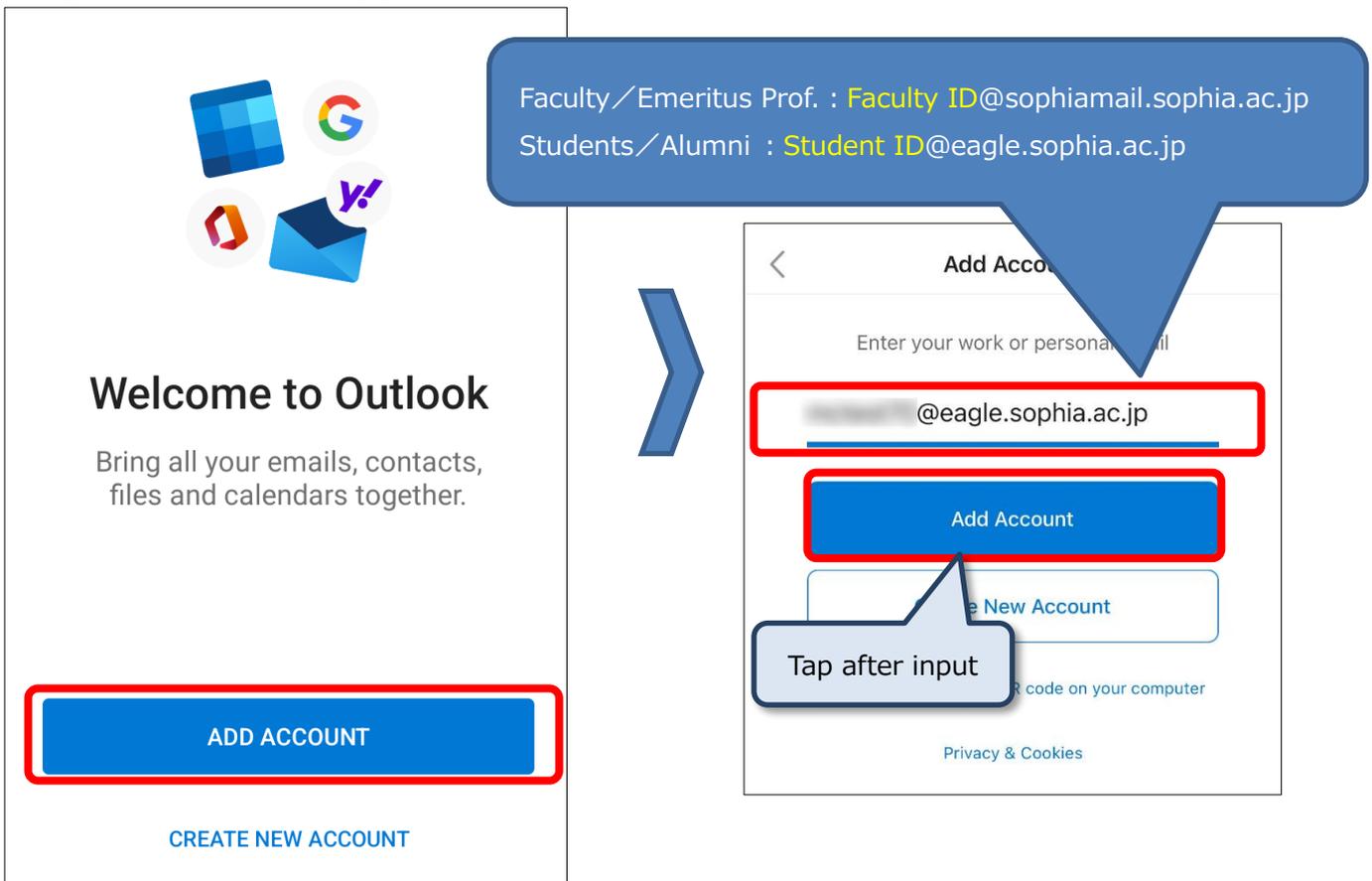
Contents

1.　Outlook application（iPhone, Android）※Recommended

Sophia Mail operates 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 app and enter username.　※Not an 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

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].

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) When the one-time code entry screen appears, open the "Microsoft Authenticator" app on the smartphone and enter the one-time code shown under "sophia".
※Do not insert a space between the two three-digit groups when entering the code.
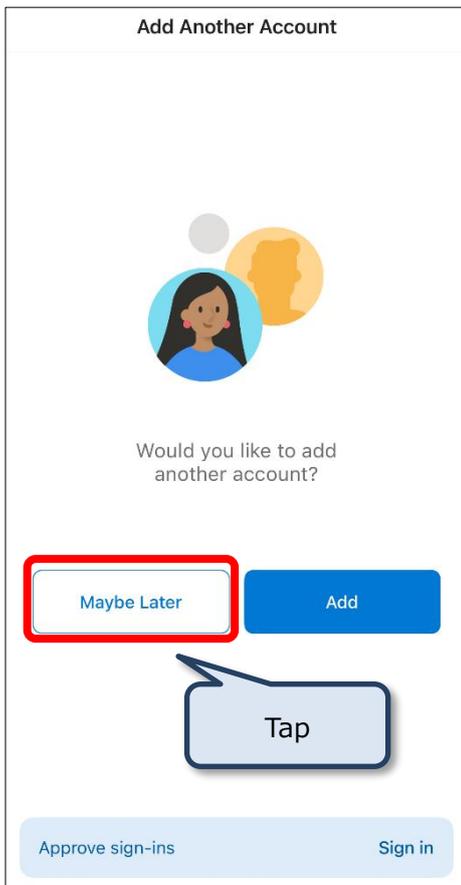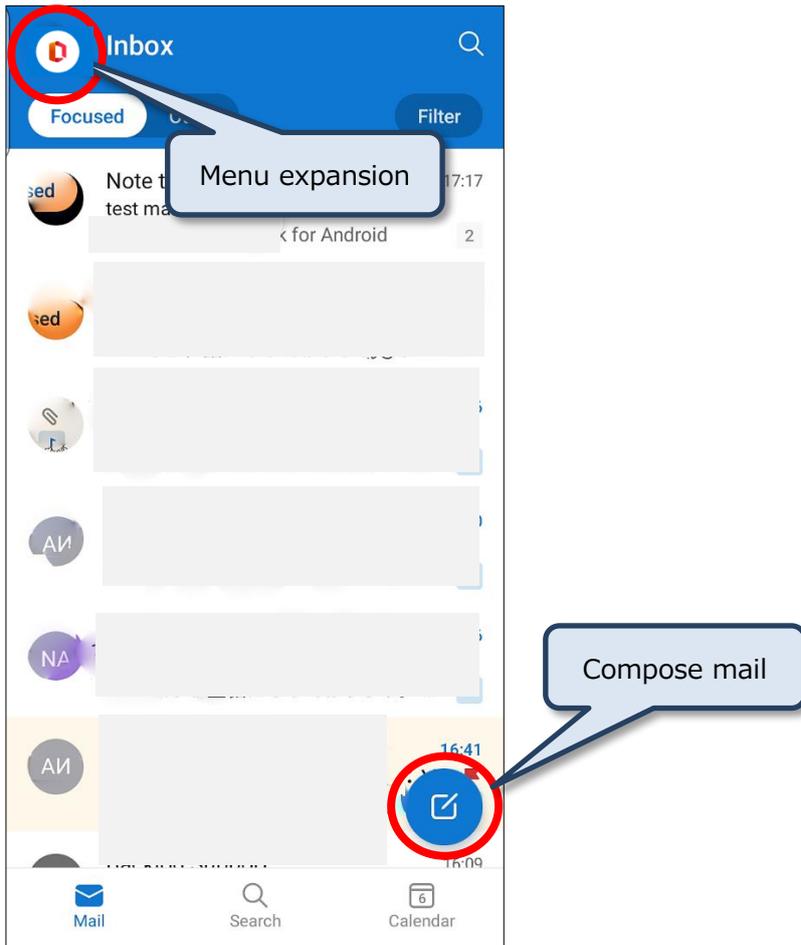
> ※When a QR code screen such as the one shown below appears, refer to [Logging into the Integrated Authentication System](#) and follow the setup instructions
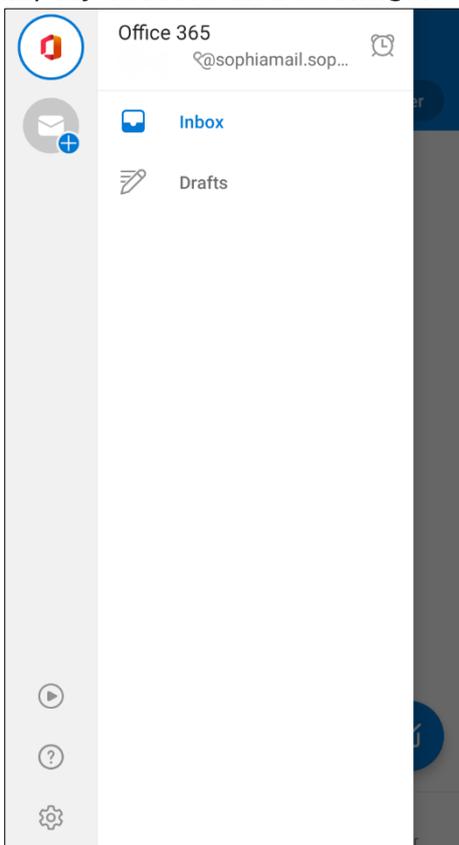>
>

（5） Tap [Maybe Later] as it will not be adding another account this time.
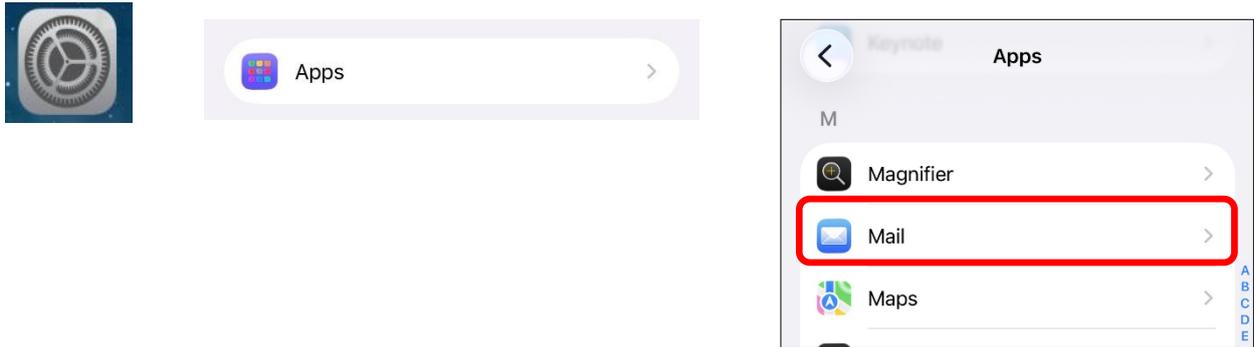
（6） Sophia Mail opens.

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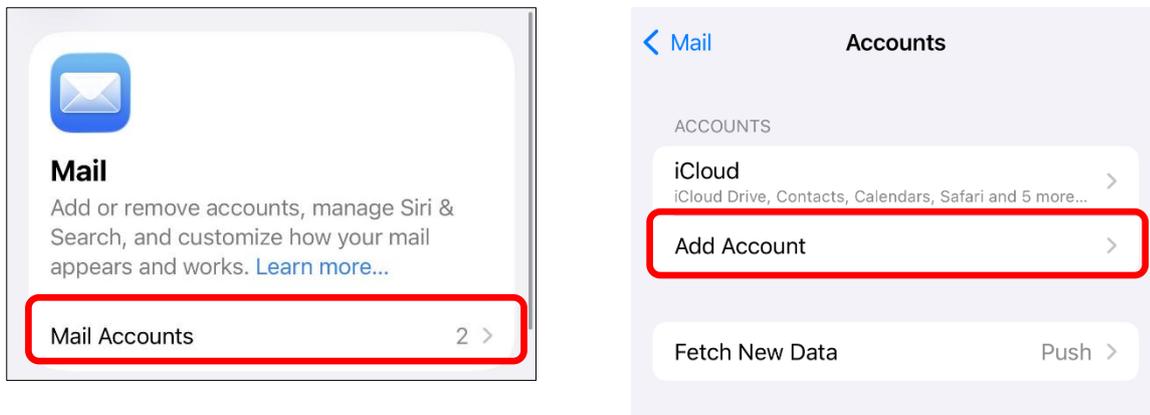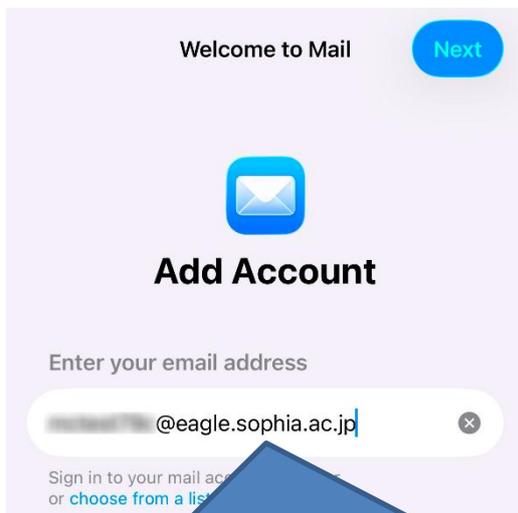

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2. iPhone/iPad/iPod(iOS15)

(1) [Settings]>[Apps]>[Mail]

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

(3) Enter Microsoft Office365 Username and tap Next.

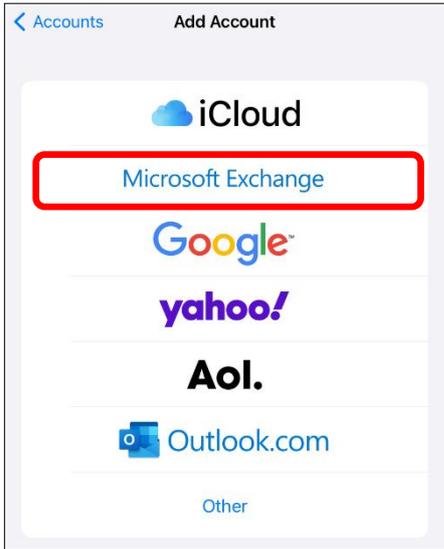Faculty／Emeritus Prof. :Faculty ID@sophiamail.sophia.ac.jp

Students／Alumni who used Sophia Mail while in school
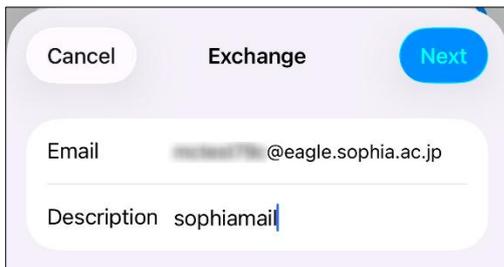:Student ID@eagle.sophia.ac.jp

Retirees, alumni not listed above, those who migrated from lifetime email
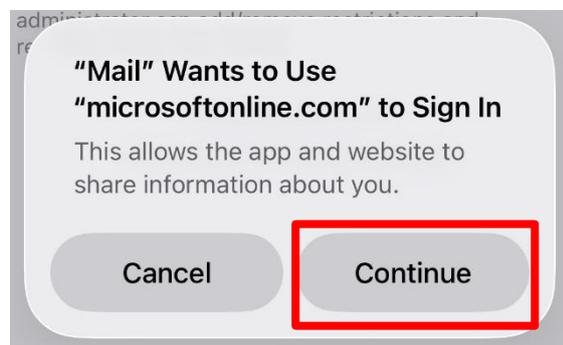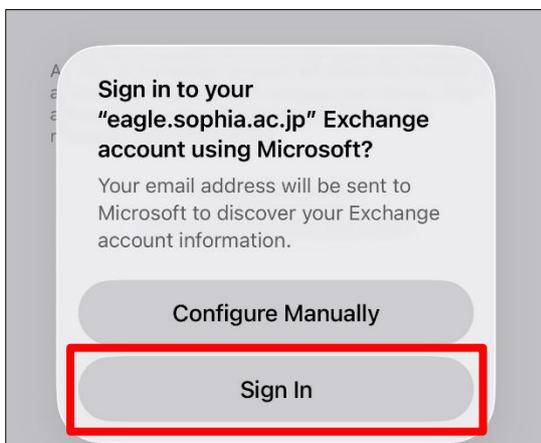: ID listed on Account Notice@eagle.sophia.ac.jp

(4)　Tap [Microsoft Exchange].

(5)　Enter Microsoft Office365 Username and tap Next.

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

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

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ック
Click the link if you have forgotten your password.
日本語/English

Login

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

（8） When the one-time code entry screen appears, open the "Microsoft Authenticator" app on the smartphone and enter the one-time code shown under "sophia".
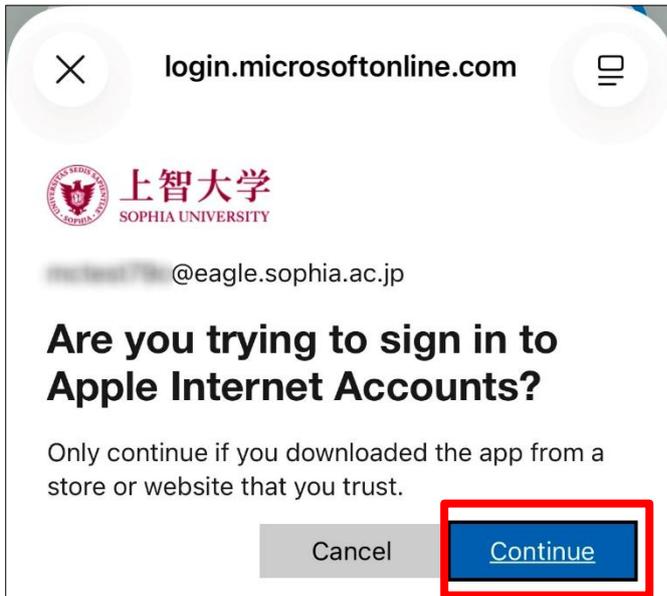
※Do not insert a space between the two three-digit groups when entering the code.
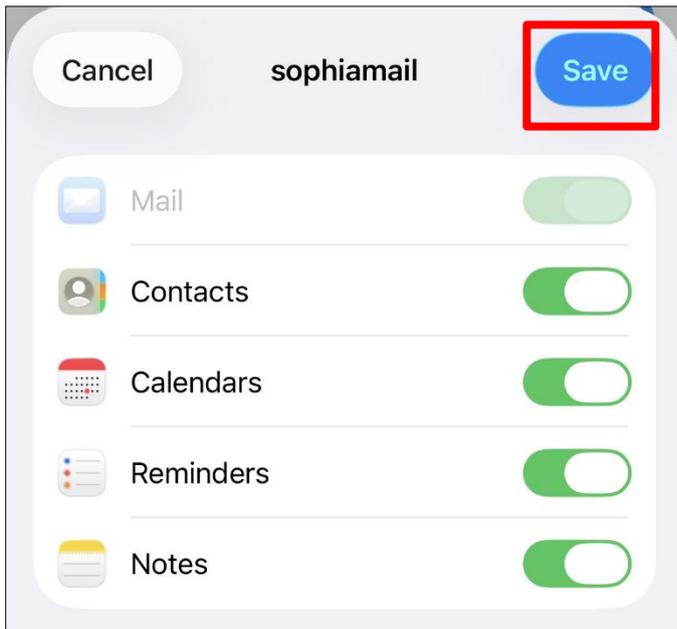
上智大学
SOPHIA UNIVERSITY

Integrated Authentication System
統合認証システム

ワンタイムコード（One-time code）

Login

※ログインができない場合は管理者にお問い合わせください。

≡▪ Authenticator   Q   +

sophia

927 154

8

※When a QR code screen such as the one shown below appears, refer to Logging into the Integrated Authentication System and follow the setup instructions
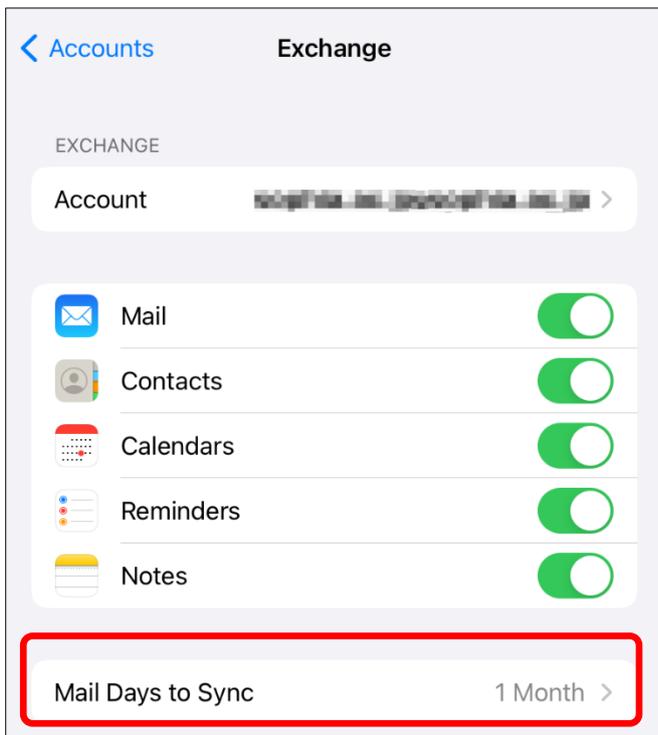

（9）　When the following screen appears, tap [Continue].

（10） Tap [Save] to exit the setup.

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

Sophia Mail

-Setting Manual for iOS and Android-

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Sophia ICT	Search