

Please ensure your phone is password/PIN protected as per the Acceptable Usage Policy.

Adding Accounts

Option 1)

Microsoft Outlook App (Recommended Method)



The simplest way to setup emails on your phone is to install the Outlook App from the [iOS App Store](#) or [Google Play Store](#).

When adding your account – please enter your Yavneh email address in (usually username@yavnehcollege.org or username@yavnehprimary.org) and your Yavneh network password when prompted to login to 365.

Option 2)

Native Apple iOS Mail App

- Tap 'Settings'
- Scroll down and tap 'Mail'
- Tap 'Accounts'
- Tap 'Add Account'
- Choose 'Microsoft Exchange'
- Type in your school email address in e.g. username@yavnehcollege.org or username@yavnehprimary.org
- Description – change to Yavneh
- Tap 'Next'
- **When prompted to 'Sign into your yavnehcollege.org Exchange account' tap 'Sign In'**
- When choosing which services to sync, we recommend you only choose Mail (and Calendar if you want to view your calendar on your phone)

Android Native Email App

As there are many different types of Android phones – please see the following page for guidance:

<https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c>

Removing Accounts

If you want to remove your account please see below for guidance

iOS Mail App

1. Go to **Settings > Mail > Accounts > Add Account**.
2. Select the account you want to remove and select **Delete Account**.

3. Click **Delete Account** to confirm.

Outlook App for iOS / Android

1. Open the **Microsoft Outlook app**.
2. Navigate to **Settings**.
3. Select the account you want to remove and select **Delete Account**.
4. Click **Delete** to confirm.

Android Mail App for Office 365 Email

1. Open the email account.
2. Select **Menu (:)** and **Settings**.
3. Select the email you wish to remove.
4. Scroll to the bottom and select **Delete Account**.
5. Click **OK** to confirm.