

Set up and sync your SCOL email address with Mail - Apple



This document is available to help you set up different devices like the cell phone (iPhone) and tablet (iPad).

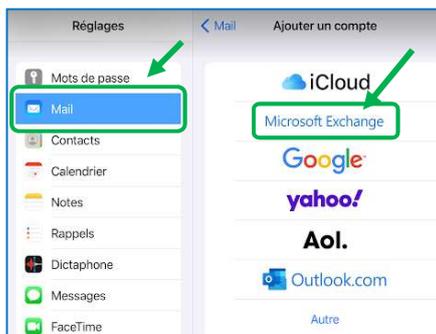
It is not possible to provide a configuration procedure for each device. These instructions may not apply exactly to your device, but they will serve as cues.

Procedure:

Configuration

1. Click Settings - Mail - Microsoft Exchange

Yes
Settings - Passwords and comptes
- Add a Microsoft Exchange Account c

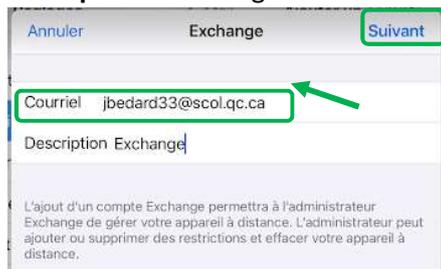


2. E-mail > - Identifying SCOL.

For example:

jbedard33@scol.qc.ca

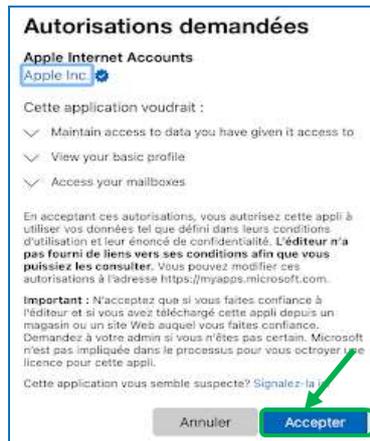
Description - Exchange



3. Password - your student card number - Se connecter



4. Authorizations - This message is normal



5. Sync - You can sync your emails, contacts, calendars, reminders and notes.

> Save



6. Your setup was a success! Open the Mail app to access your SCOL emails.

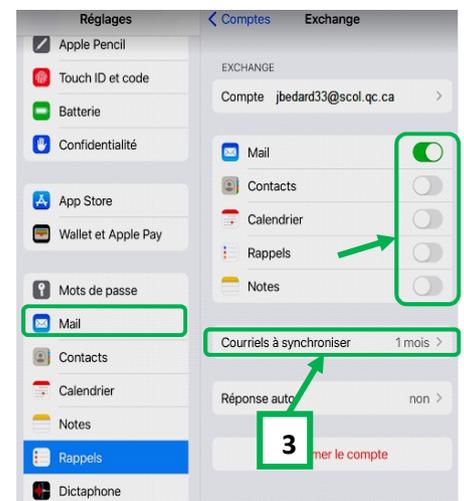
Synchronization

1. Clickon "Settings."

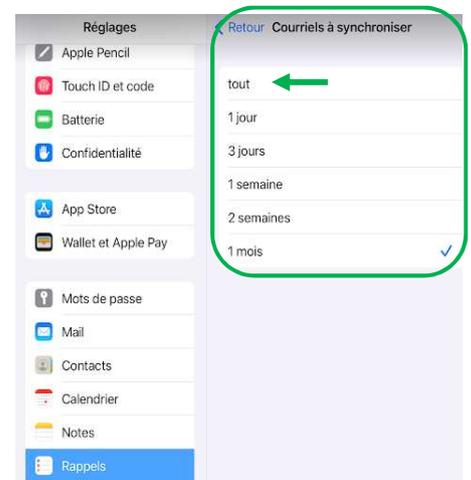


2. Click « Mail » column Left or " Passwords and accounts (depending on the model), then choose the Exchange account (or School).

You can sync your emails, contacts, calendars, reminders and notes.



3. You can also choose emails that have already been received to sync (choose "tout").



4. Your synchronization was a success. Open the Mail app to access your SCOL emails.

Notification of SCOL emails in Microsoft Outlook - Apple

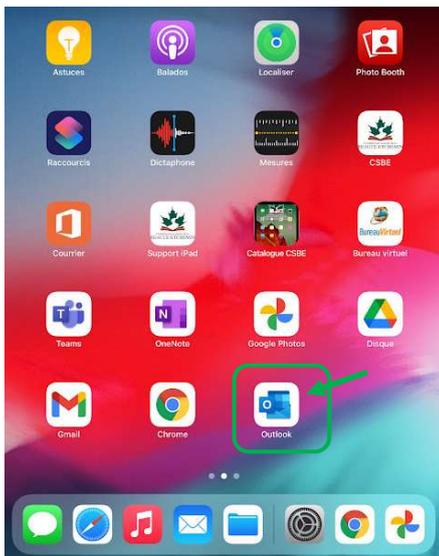


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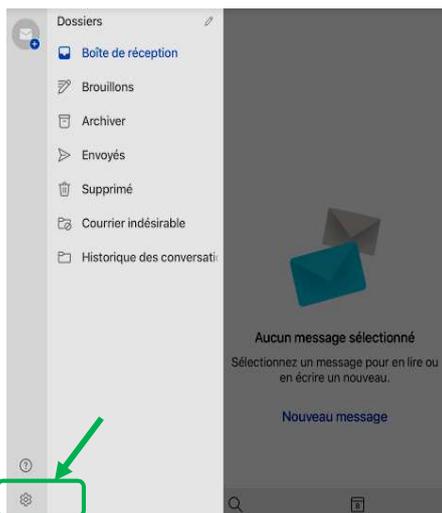
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Procedure:

1. Open the Outlook app.



2. From your inbox, click the Office button () at the top left, then on "Parameters" at the bottom left of the screen..



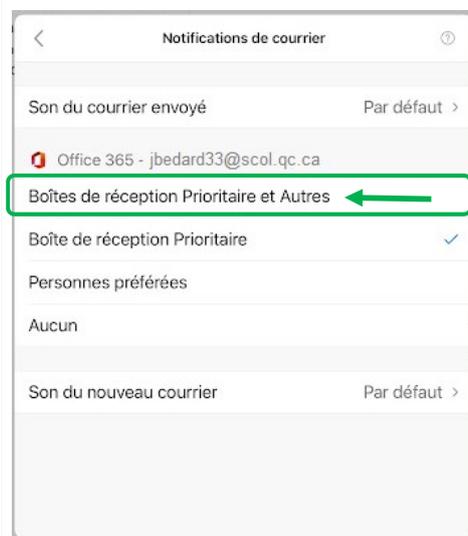
3. You can manage notifications on your emails and calendars.

Here's how to make sure you're notified:

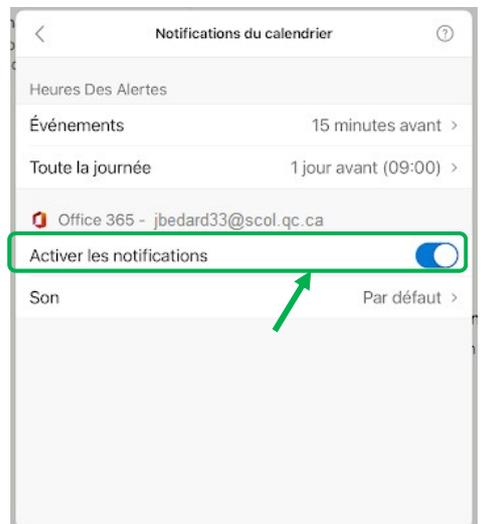
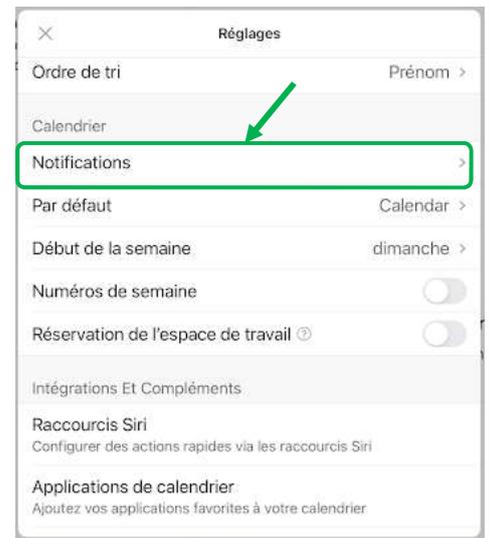
Email:

Note that by default, your notifications are synced with the «**Priority Receiving B Home.**».

To change notifications, you need to tap **Notifications**, and then choose "Priority And Other Receiving r Home":



Calendar:



4. You are now assured not to miss an important email by being notified for all incoming emails!