

# *Kentucky Wesleyan College*

## INFORMATION TECHNOLOGY SERVICES

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### Configure Cell Phone for KWC Email

To configure your iPhone/iPad to receive KWC email, please follow these instructions:

- If you already have setup a KWC email profile, delete it then recreate it as below.
- Click on "Settings" then go into "Mail, Contacts,Calendars"
- Choose "Add Account..."
- Pick "MS Exchange"
- Enter data into the fields as below:

Email\Username: **enter your email address**

Password: same as your network password for all KWC systems

Domain: kwcnnet (If it asks for this information)

- Now click next. A certificate warning will come up and click on "accept"

To configure your Android mobile devices to receive KWC email, please follow these instructions:

- If you already have setup a KWC email profile, delete it then recreate it as below.
- Click on "Settings"
- Choose "Accounts & Sync"
- Select "Add Account..."
- Pick Microsoft Exchange or Corporate Sync
- Enter your email address, password and your email address for username
- Click on "Manual"
- In the "Exchange Server" field enter: outlook.office365.com
- Click Next

To Setup other models of cell phones, refer to the information above for your fields. If you need assistance please contact the Help Desk at 270-852-3268.

**Please feel free to contact us with questions.**

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