

Sync your Delta Email on your mobile Device

This guide intended to assist you with syncing your Delta College email on your mobile device. The information below was adapted from Microsoft Office Support documentation.

- ✓ You can sync your email using the Outlook app from your device's app store. These include:
 - Outlook App for iOS
 - Outlook App for Android

- ❖ Depending on the capabilities and software version of your mobile device you **may** be able to use the built-in mail app that installed on your device. These apps include:
 - iOS Mail App
 - Android Mail App
 - Samsung Mail App

Due to the setup steps varying greatly between mobile device hardware and software configurations, please consult your phone's documentation if you wish to use the default mail app.

- ✗ You will **not** be able to sync your Delta email using:
 - Older Apps that use POP3, IMAP or SMTP protocols

Let's get started! Use one of the sections below to help you get synced.

[Outlook for iOS mobile app](#)

[Outlook for Android app](#)

Set up email in the Outlook for iOS mobile app

Step 1

[Download Outlook for iOS from the iOS App Store](#) and then open it. The icon looks like this:



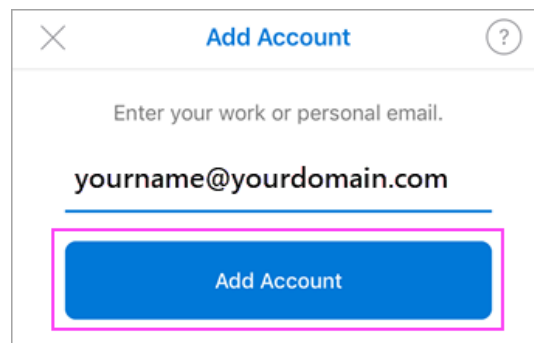
Note: See system requirements for your iOS devices [here](#).

Step 2

If it's your first time using Outlook for iOS, enter your full email address, then tap **Add Account**.

If not, open the **Menu** > tap **Settings**  > **Add Account** > **Add Email Account**.

Use your Delta College email address, which should look like: [ExampleUser@delta.edu](#)


A screenshot of the 'Add Account' screen in the Outlook for iOS app. The screen has a white background with a blue header bar containing a close button (X), the text 'Add Account', and a help button (?). Below the header, there is a text input field with the placeholder text 'Enter your work or personal email.' and the email address 'yourname@yourdomain.com' entered. A blue 'Add Account' button is located at the bottom of the screen, highlighted with a pink rectangular border.

Step 3

If you're asked to select your email provider, please contact the OIT Helpdesk for assistance as there may be a misconfiguration.

Step 4

Enter your email account password and tap **Sign In**. If prompted for multi-factor authentication, verify your identity.



Delta College


Please enter your Delta College Username and Password.

Username

Password

[Sign in](#)

[Forgot Password?](#)



Delta College

For security reasons, we require additional information to verify your account (AnnExampleUser@delta.edu).

We've sent a notification to your mobile device. Please open the Microsoft Authenticator app to respond.

..

[Use a different verification option](#)

[Home](#) [Privacy](#) [Acceptable Use Guidelines](#)

That's it. You're done!

Set up email in the Outlook for Android app

This section is for setting up your Delta College email account on your Android mobile device. If you're having trouble using the Outlook for Android app, contact the OIT Helpdesk by calling (989)686-9575 or emailing help@delta.edu.

Step 1

Install the **Outlook for Android** app from the [Google Play Store](#) and then open it.

If it's your first time using Outlook for Android, tap **Get Started** or **Add Account** depending on your view.

Otherwise, to add another email account, open the **Menu** ≡ > **Settings** ⚙️ > **Add Account** > **Add Email Account**.

Step 2

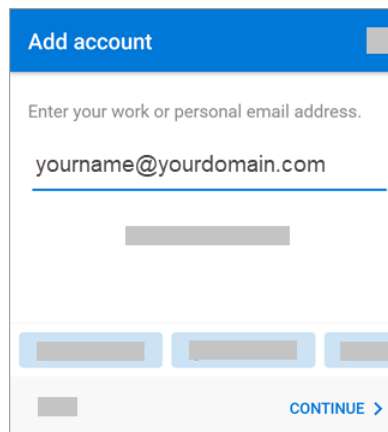
Outlook may detect your Google accounts. To skip this step so that you can add your Delta College email account, tap **Skip** or **Add Account**, depending on our view.

Step 3

To add your Delta College email account, tap **Continue**.

Step 4

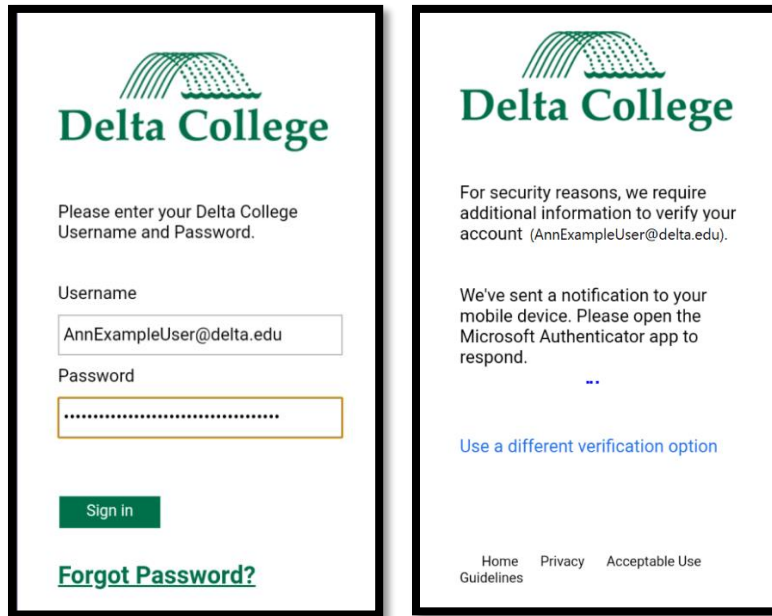
Use your Delta College email address, which should look like: [ExampleUser@delta.edu](#)



Step 5

Enter your email account password and tap **Sign In**.

If multi-factor authentication is enabled, verify your identity.



The image displays two sequential screenshots of the Delta College login interface. The first screenshot shows the login form with the Delta College logo at the top. Below the logo, it says "Please enter your Delta College Username and Password." There are two input fields: "Username" with the text "AnnExampleUser@delta.edu" and "Password" with a masked password. Below the fields are a green "Sign in" button and a link for "Forgot Password?". The second screenshot shows a verification screen with the Delta College logo at the top. It states: "For security reasons, we require additional information to verify your account (AnnExampleUser@delta.edu)." Below this, it says: "We've sent a notification to your mobile device. Please open the Microsoft Authenticator app to respond." There is a blue link "Use a different verification option" and footer links for "Home", "Privacy", and "Acceptable Use Guidelines".

That's it. You're done!