

BYOD How To Email Setup on Devices

STUDENT:

The wording in the following instructions may vary slightly between devices.

Step 1:

Find the email setup section on your device.

Step 2:

Choose either POP or IMAP

Step 3:

The incoming and outgoing mail servers are the same: mail.mcpsstu.org

Step 4:

Username – Student’s full email address

Password – Student’s password

Step 5:

This wording will vary by device;

The “outgoing server requires authentication” or SMTP, needs to be selected.

TEACHER

Use the Exchange option under Utilities, Settings and Mail Contacts, Calendars. See photos.

