Employee Outlook/Exchange Smart Phone Setup

Below are instructions from Verizon Wireless that will help you set up NC State's email service on MOST Android and iPhones. Make sure you use the supplied information when configuring your phone. We recommend selecting "Push" as the update frequency on the Android phones. This will send the mail immediately to your phone. If you have problems, System Support can be reached at 419-755-4734.

Set Up Exchange - Apple® iPhone®

- Email address
- Server address
 autodiscover.ncstatecollege.edu
- Domain ncstatecollege
- Username <your e-mail username>
- Password
- Description <your choice>

Set Up Exchange - DROID by MOTOROLA

- Domain\Username ncstatecollege/<your e-mail user name>
- Password <your e-mail password>
- Exchange Server autodiscover.ncstatecollege.edu
- Use SSL

Set Up Exchange - DROID ERIS by HTC

- Email address
- Server address autodiscover.ncstatecollege.edu
- Domain ncstatecollege
- Username <your e-mail user name>
- Password <your e-mail password>
- SSL required

Enabled when a green check mark is present.

Set Up Exchange - DROID INCREDIBLE by HTC

- Email address
- Server address autodiscover.ncstatecollege.edu
- Domain ncstatecollege
- Username <your e-mail user name>
- Password <your e-mail password>
- SSL required

Enabled when a green check mark is present.

Set Up Corporate Email (Exchange Activesync) - DROID CHARGE™ by SAMSUNG

- Domain ncstatecollege
- Username <your e-mail user name>
- Password <your e-mail password>
- Exchange server autodiscover.ncstatecollege.edu

Accessing Your O365 Employee Email on Your Phone

If you are having an issue, receiving email on your phone since your account was moved to Office 365, you might need to change some phone account settings. Each phone is different, so go into your account settings, and find your work email account. Change the settings to match below.

Server: outlook.office365.com

Domain: Leave blank or delete information to be blank

Username: Your entire email address

🖬 Verizon 🗢	9:47 AM	1 98% 🔳
Cancel	Account	Done
Email	KBussart@ncstated	college.edu
Server	outlook.office36	5.com
Domain	Optional	
Username kbussart@ncstatecollege.edu		
Password •••••		
Description Work		
Advanced Settings		