This guide is for the setup of St. Petersburg College Office365 email on iOS 8. This applies to all Apple Mobile devices. The settings found in your student email options pane (example shown in STEP 6 below) do apply to all mobile devices, any platform. Please contact the SPC HelpDesk if you need any assistance at (727) 341-4357.

1. Go to MySPC

2. Then log into the system by typing your SPC Student ID and Password. If you forgot your password or student ID number there is a link below the Sign In button.

3. Once you are logged into MySPC. Click the Email button located in the top menu bar.
4. Then Click the My Email button in the dropdown menu.

5. That button will open a new tab in your web browser. Click the Gear Icon in the top right corner of the page. Then click Options.
6. Go under the **Mail Settings**, Under **Accounts** and then **Pop an IMAP**. Then it will show you the **POP, IMAP and SMTP Settings** for your Student Office365 account.
7. On your iOS device, click your Settings gear icon on your home screen.

8. Then click your Mail, Contacts, Calendars tab on the left side of your screen.

9. That will bring up a sub menu to the right. Click on Other.
10. Next click the **Add Mail Account** button.

![Add Mail Account Button](image)

11. Now **Enter** in all your specific email parameters. **Name** is Your Name. **Email** is your fully qualified student email address. **Password** will be your normal MySPC password. Then, click **Next** in the upper right corner.

![Enter Email Parameters](image)
12. Next, Click IMAP or POP above the settings and reference your specific IMAP or POP settings from Step 6. Then enter those specifics into the fields below.

13. After you enter all the information as described, click Save in the upper right hand corner. Then the header will change to Verifying. The logo to the left will spin and think for several minutes. This is normal.
14. This is the standard configuration after setup is complete. To change settings, just click your account.

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