

# Sync Your Email to Your Mobile Device

For Student Use

You can **access your FVTC email** via your Android device (phones and tablets) or any iOS device (iPhones and iPad). While each phone is different, the process to get your device ready is the same.

1. In your **Account settings**, find the area to "Create a New Mail Account" or "Add an email account" or something similar.
2. Select an "**Exchange**" or "**Microsoft Exchange**" when prompted for the type of account.
3. Then fill in the following information based on your own device.
  - **Email:** Your student email format is letters of your last name followed by the last 4 digits of your student ID.  
(EX: [smith7890@fvtc.edu](mailto:smith7890@fvtc.edu))
  - **Domain:** may be optional.
    - APPLE DEVICE USERS this should be optional.
    - ANDROID DEVICE USERS: If required, use studentID@fvtc.edu in this field, ignore the domain\username format shown on your device.
  - **Username:** student ID number followed by "@fvtc.edu"  
(EX: [123456789@fvtc.edu](mailto:123456789@fvtc.edu))
  - **Password:** Your regular school password.
  - **Server Name** (when requested): outlook.office365.com
4. Then follow your on-screen selections to complete your installation.

**PLEASE NOTE:**

Apple devices will require you to enter a PIN number when accessing your phone once the email account is activated on your phone. Minimum numerical characters required is four.