**Accessing Mobile Mail in the Cloud**

With the migration of Microsoft Outlook to the cloud, staff that currently receive MCPS Exchange email on their phone or mobile device will need to take a few steps to ensure they continue to receive their email messages.

**iOS (iPhone, iPad)**

1. After selecting to add an account, select Exchange.
2. Type your **MCPS Outlook email address** (ex Rebecca_C_DAmour@mcpsmd.org)
3. Type your account password and touch **Next**.
4. In the **Server** field, type outlook.office365.com.
5. In the **Domain** field, type “mcpsmd”.
6. In the **Username** field, type your meldID@mcpsmd.org (ex damourre@mcpsmd.org)
7. In the **Password** field, reenter your account password and touch **Next** and **Save**.

**Android**

1. Type your **MCPS Outlook email address** & touch **Manual setup**.
2. Select **Exchange** and touch **Next**.
3. Type your account password and touch **Next**.
4. In the **Username** field, type your meldID@mcpsmd.org (ex damourre@mcpsmd.org)
5. In the **Server** field, type outlook.office365.com.
6. Touch **Next** and then touch **OK** to agree to the Remote security administration message.
7. Review your account options and touch **Next**.
8. Touch **Activate** to enable the device administrator policy.
9. Enter an account name and touch **Next**.
10. **Success!**

Delete your existing MCPS Exchange mail account via your device’s mail and/or account settings.

From your device’s mail or account settings, select to add a new account and select Exchange as the account type. Use the following device-specific steps and settings to continue with the creation of your new account.