

If you would like to add your BOCES email address to your cell phone or mobile device, please follow the steps below depending on the device or mail app that you have.



Outlook Application

Install "Microsoft Outlook" from your app store - this can be done on any mobile device. This is an easy to follow process, as the app walks you through everything. Enter your email address and password, verify your identity through MFA, and you are in. Please note it might take a few minutes for all of your emails to copy over to your phone.



Apple Mail App

To use Apple's built in app:

- Navigate to the Settings App > Apps > Mail > Mail Accounts > Add Account.
- Select Microsoft Exchange from the options
- Enter your email address, and select Next in the upper right.
- In the prompt that appears, select Sign In. It will then open up the web login page.
- Enter your password and verify your identity through MFA.
- Select which items you would like to sync on the last page, then Save.
 - I recommend syncing Mail and Calendar. Calendar items will sync to the built in calendar app.

Please note it might take a few minutes for everything to copy over to your phone.



Android Mail App

The following is an example through Samsung, but all Androids are all similar:

- Navigate to the Settings App > Accounts and Backup > Manage Accounts > Add Account.
- Select Email and then Exchange from the options
- Enter your email address and password and tap Sign In. It will then open up the web login page.
- Verify your identity as prompted through MFA.
- Select which items you would like to sync on the last page, then Save.

Please note it might take a few minutes for everything to copy over to your phone.

If you need further assistance or have any other questions, please reach out to technical support:

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