Sync your Delta Email on your mobile Device

This guide intended to assist you with syncing your Delta College email on your mobile device. The information below was adapted from Microsoft Office Support documentation.

✓ You can sync your email using the Outlook app from your device’s app store. These include:
  • Outlook App for iOS
  • Outlook App for Android

❖ Depending on the capabilities and software version of your mobile device you **may** be able to use the built-in mail app that installed on your device. These apps include:
  • iOS Mail App
  • Android Mail App
  • Samsung Mail App

*Due to the setup steps varying greatly between mobile device hardware and software configurations, please consult your phone’s documentation if you wish to use the default mail app.*

✗ You will **not** be able to sync your Delta email using:
  • Older Apps that use POP3, IMAP or SMTP protocols

Let’s get started! Use one of the sections below to help you get synced.

Outlook for iOS mobile app
Outlook for Android app
Set up email in the Outlook for iOS mobile app

**Step 1**

Download Outlook for iOS from the iOS App Store and then open it. The icon looks like this:

Note: See system requirements for your iOS devices here.

**Step 2**

If it's your first time using Outlook for iOS, enter your full email address, then tap Add Account.

If not, open the Menu > tap Settings > Add Account > Add Email Account.

Use your Delta College email address, which should look like: ExampleUser@delta.edu

**Step 3**

If you're asked to select your email provider, please contact the OIT Helpdesk for assistance as there may be a misconfiguration.

**Step 4**

Enter your email account password and tap Sign In. If prompted for multi-factor authentication, verify your identity.

For questions or further assistance – Contact the OIT Helpdesk help@delta.edu | 989.686.9575
That’s it. You’re done!
Set up email in the Outlook for Android app

This section is for setting up your Delta College email account on your Android mobile device. If you're having trouble using the Outlook for Android app, contact the OIT Helpdesk by calling (989)686-9575 or emailing help@delta.edu.

Step 1

Install the Outlook for Android app from the Google Play Store and then open it.

If it's your first time using Outlook for Android, tap Get Started or Add Account depending on your view.

Otherwise, to add another email account, open the Menu > Settings > Add Account > Add Email Account.

Step 2

Outlook may detect your Google accounts. To skip this step so that you can add your Delta College email account, tap Skip or Add Account, depending on your view.

Step 3

To add your Delta College email account, tap Continue.

Step 4

Use your Delta College email address, which should look like: ExampleUser@delta.edu

For questions or further assistance – Contact the OIT Helpdesk help@delta.edu | 989.686.9575
Step 5

Enter your email account password and tap **Sign In**.

If multi-factor authentication is enabled, verify your identity.

![Delta College login page](image)

**That’s it. You’re done!**