# 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.

**1** Delete your existing MCPS Exchange mail account via your device's mail and/or account settings.

2 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.

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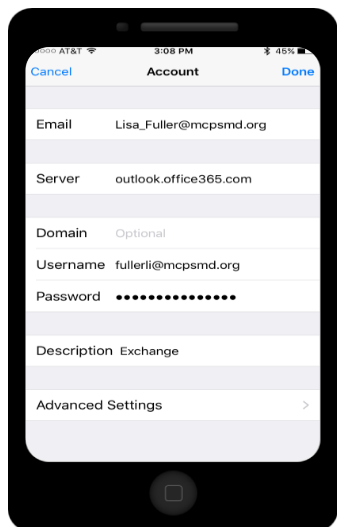
1. After selecting to add an account, select Exchange.
2. Type your **MCPS Outlook email address** (ex Rebecca_C_DAmour@mcpsmd.org)
3. Type your account password and touch **Next**.
4. In the **Server** field, type outlook.office365.com.
5. In the **Domain** field, type "mcpsmd".
6. In the **Username**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

Android
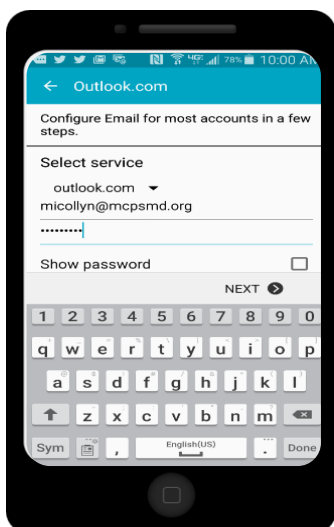
1. Type your **MCPS Outlook email address** & touch **Manual setup**.
2. Select **Exchange** and touch **Next**.
3. Type your account password and touch **Next**.
4. In the Username field, type your meldID@mcpsmd.org (ex damourre@mcpsmd.org)
5. In the **Server** field, type outlook.office365.com
6. Touch **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!