

## How to add student email to iPad/iPhone

The following instructions will allow you to connect your apple device to the Box Hill Institute student emails.

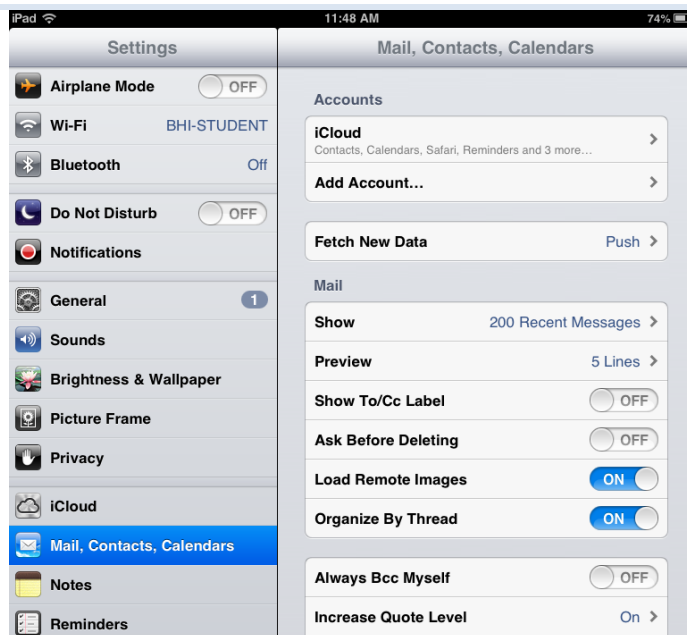
1. Ensure your device is connected to the internet/wifi



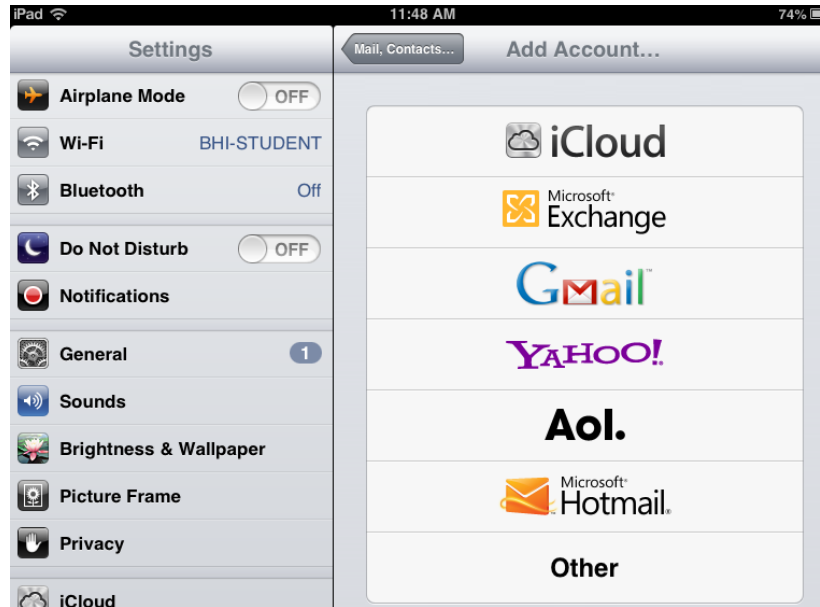
2. Click the “settings” icon on the home screen.



3. On the left hand side of the settings, click the option “Mail, Contacts, Calendars”.

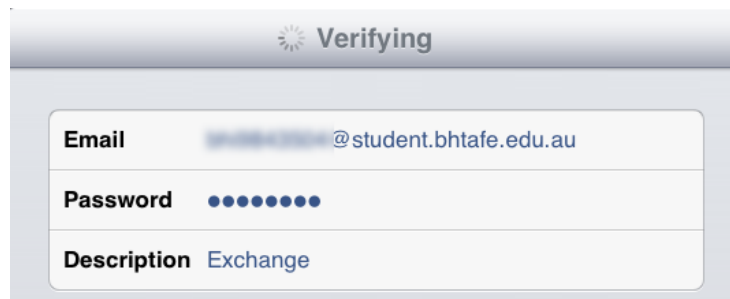


4. Click on the option for to add a “Microsoft Exchange” account.



5. For the email address enter your student email in the format, [bhiXXXXXXXX@student.bhtafe.edu.au](mailto:bhiXXXXXXXX@student.bhtafe.edu.au) where XXXXXXXX is your 7 digit student ID number.

Your password will be the same as your StudentWeb password.



**6.** The device will prompt you for more settings. Enter the following details:

- Server:  
outlook.office365.com
- Domain:  
Student.bhtafe.edu.au

Once complete, click “next” and then “Save”.

It may take a few minutes to update and retrieve your emails.

The screenshot shows a mobile interface for setting up an Exchange account. The title bar at the top contains the word "Exchange" in the center, a "Cancel" button on the left, and a "Next" button on the right. Below the title bar, there are several input fields arranged vertically:

- Email:** A text field containing a blurred name followed by "@student.bhtafe.edu.au".
- Server:** A text field containing "outlook.office365.com".
- Domain:** A text field containing "student.bhtafe.edu.au".
- Username:** A text field containing a blurred name followed by "@student.bhtafe.edu.au".
- Password:** A text field containing seven dots, indicating a masked password.
- Description:** A text field containing "Exchange".