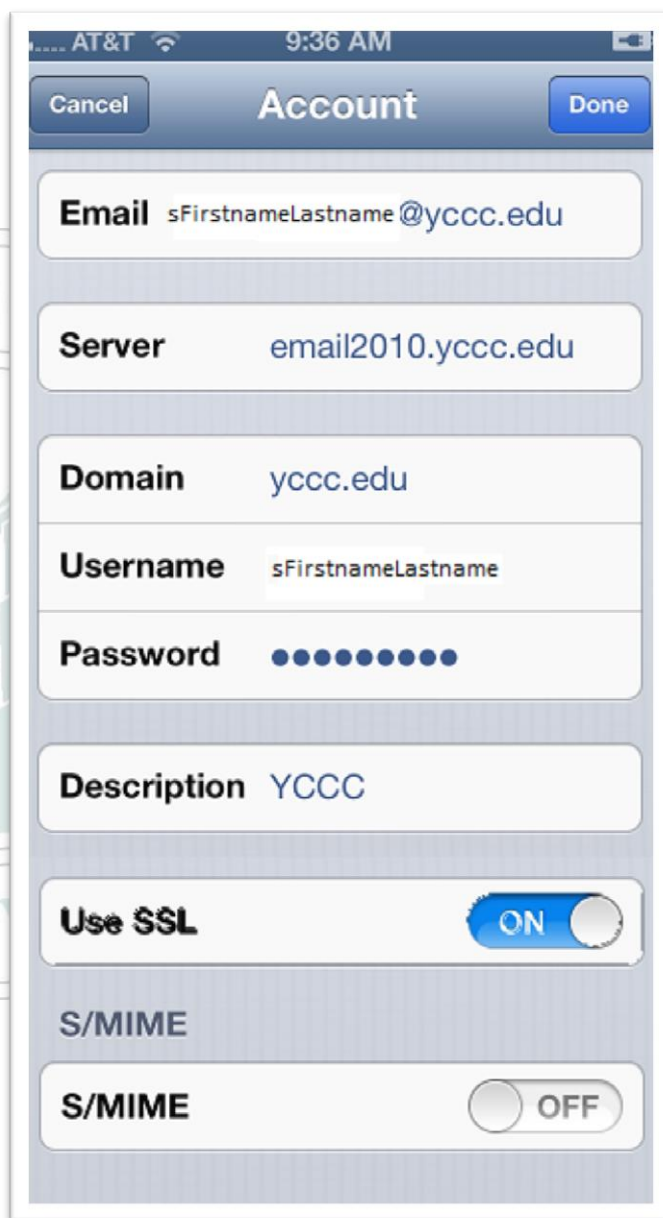


# Adding your YCCC Email to a Smart Phone or Device

## To Add Your YCCC Email to your Phone:

1. On your phone, go to the **Settings** menu.
2. Click on the **Mail, Contacts, Calendars Category**.
3. Click on Add Account.
4. The account type you want to add is **Exchange**. Click on Exchange.
5. This Screen will ask you for your **Email Address**, **Password**, and a **Description** for the email account.
  - a. **Email Format:** sFirstLast@yccc.edu
  - b. **Password:** Your YCCC password
  - c. The **description** is just so you can identify which email account it is on your phone.
6. Click **Next**. When you do so, the attempt will fail with an error like **"Cannot Verify Server Identity"** (iPhone).
7. Click **Continue**.
8. The next screen will ask you for additional information, including **Server**, **Username** and **Domain**.
  - a. **Server:** email2010.yccc.edu
  - b. **Username\*:** sFirstLast (your YCCC username)
  - c. **Domain:** yccc.edu
9. Click **Next**. You should be all set! The next few screens will ask you about sync and email push options. If you have any questions please contact tech support at **techsupport@yccc.edu**.

*\*If you are using an Android phone, your username may need to be formatted yccc.edu\sFirstLast or like your email, sFirstLast@yccc.edu.*



IT Office is in room A218  
Visit the below address for our office hours:  
[https://my.yccc.edu/ICS/Help!/IT\\_Support](https://my.yccc.edu/ICS/Help!/IT_Support)

Director of Information Technology  
Information Specialist II  
Information Specialist II  
Information Specialist I

Eric Bourque  
Brian Hall  
Paul Archer  
Desirai Richard

For assistance please [submit a ticket](#), email us at [techsupport@yccc.edu](mailto:techsupport@yccc.edu) or call (207) 216-4455