
Welcome to your new **My Platt College** email account. The following instructions will help you setup and begin using your account. Please begin by following the **Website Access** instructions first before attempting to set up other devices, such as your mobile phone, etc.

Email accounts have been created using your legal first and last name. No changes to your email account username may be made.

These email accounts are for official college use and will be the primary method between you and the College. All applicable Platt College policies and procedures concerning electronic media shall be in effect and enforced at all times. Please find the setup instructions below.

Website Access

1. Go to www.plattcolorado.edu and click on the **My Platt College Email** link at the upper right hand corner of the screen.
2. Your username is your first name and last name separated by a period (ex: john.doe)
3. Your temporary password is (Platt123) (notice the "P" is uppercase)
4. Click "Sign In"
5. The next screen will ask you to change your password.
6. Please enter your username and password as before, then your new password twice in the spaces provided.
7. After you click "Submit" you will be asked to log in using your username and new password. (This password will be the password you will use for your iPhone, Outlook and other device settings described below.)

Note: Lost passwords cannot be recovered. They will have to be reset to Platt123 by IT Services and you will have to repeat the above steps.

iPod, iPhone, and iPad Settings

1. Restart your iPod, iPhone or iPad before beginning.
2. Tap the "Settings" icon on the home screen.
3. Tap the "Mail, Contacts, Calendars" option.
4. Tap "Add Account," then press the "Microsoft Exchange" option.
5. Type your assigned plattcolorado.edu email address (ex: firstname.lastname) and password you use to log into the Outlook Web App website.
6. Enter **plattcolorado** for the domain, then your username (firstname.lastname) and password you use to log into the Outlook Web App website.

7. Enter the description of **Platt College** into the description field.
8. Tap the "Next" button to connect to the Exchange server.
9. When prompted to enter the Server, type mail.plattcolorado.edu and tap next.
10. Tap "Save" to save the changes made to the Exchange server's options.

You are now ready to begin using your email account on this device.

Microsoft Outlook 2007 and 2010 Settings

1. Click on "Start", then "Settings", then "Control Panel"
 2. Click on "Mail" and then "Email Accounts"
 3. Click on "New", then "Next"
 4. Select "Manually Configure", and then click "Next"
 5. Select "Microsoft Exchange" , and then click "Next"
 6. In the Server field enter: mail.plattcolorado.edu
 7. Leave Cached Exchange Mode checked
 8. Enter your username into the User Name field. (ex: john.doe)
 9. Click "More Settings", and then click on the "Connection Tab"
 10. Under "Outlook Anywhere", check "Connect to Microsoft Exchange Using HTTP."
 11. Click "Exchange Proxy Settings"
 12. Under "Connection Settings" enter the following URL: mail.plattcolorado.edu
 13. At the bottom, change "NTLM Authentication" to "Basic Authentication" and click "ok"
 14. Click "Next." After a few moments you will be prompted for a username and password. (in the future, this will occur every time you open Outlook.)
 15. Your username will be in the following format: plattcolorado\username (ex: plattcolorado\john.doe)
 16. After entering your password, click "ok."
 17. After completing your setup, you may now begin using Outlook.
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Microsoft Outlook 2011 Settings

1. Open Outlook
2. If first time, select "Exchange" account otherwise go to "Tools" then to "Accounts" click + and select "Exchange"
3. Enter full email address (ex: john.doe@plattcolorado.edu)
4. Under User Name and Password:
 - User name "plattcolorado\john.doe"
 - Password enter your new password from web email above
 - Uncheck "Configure Automatically"
 - Server "https://mail.plattcolorado.edu/EWS/Exchange.asmx"
5. Click "Add Account"

Apple Mail Settings

1. Open the "Mail" application from either the dock or your Applications Folder/
2. The Mail Setup window appears if this is the first time you have opened mail. If you already use mail, click "File", then "Add Account"
3. Enter your full name, email address, and password in their relevant fields.
4. Click "Continue"
5. If the page summarizing your server information is displayed, click "Create" and skip to step 4.
6. If "searching for mail servers...." takes more than a minute, click "Cancel" and then click "Continue"
7. For Account Type, select "Exchange 2007"
8. Enter a description (such as "Platt Exchange") in the Description field
9. Enter mail.plattcolorado.edu in the Incoming Mail Server field.
10. Enter your **Platt Username** and **Password** in the respective fields.
11. Leave boxes checked to set up **Address Book contracts** and **iCal Calendars** to synchronize your contacts and calendars with the Exchange server. If you don't want to synchronize these items, deselect by clicking each box.
12. Click **Continue**. If prompted, under "Incoming Mail Security", check the "Use Secure Sockets Layer (SSL)" box
13. Verify your information in the "Account Summary" window.
14. Click "Create"

All Other Phones and Mobile Devices

*Android phones and other mobile devices vary greatly when it comes to setting up an Exchange ActiveSync Email Account. The following is the information you will need to set up your phone.

Type: Exchange or Exchange ActiveSync. It is not a POP or IMAP account.

Email Address: Your email address is your firstname.lastname@plattcolorado.edu

Server Address: mail.plattcolorado.edu

Domain: plattcolorado

Username: firstname.lastname

Password: This will be the password you entered on the Outlook Web App Website.

SSL: This should be checked.

Account Name: Platt College

If you are prompted for more settings, leave them in their default state and click next until you have finished the setup process.