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The guide below is for mail from Office 365 (dmjx.dk)

### **Mail - in general:**

At Danish school of Media and Journalism we use Office 365 for your mail account. All student has an mail - and must check the mail every day. You can't use you private mail account, because if something is wrong, we can't help you.

And all official mails from the school will be send to you student mail (username@dmjx.dk)

If you want - it is possible to have your mail and calendar on your iPhone(iOS 15). Follow the description below:

1.Go to: Settings -> Mail - -> Accounts -> Add account

2.Choose: Exchange

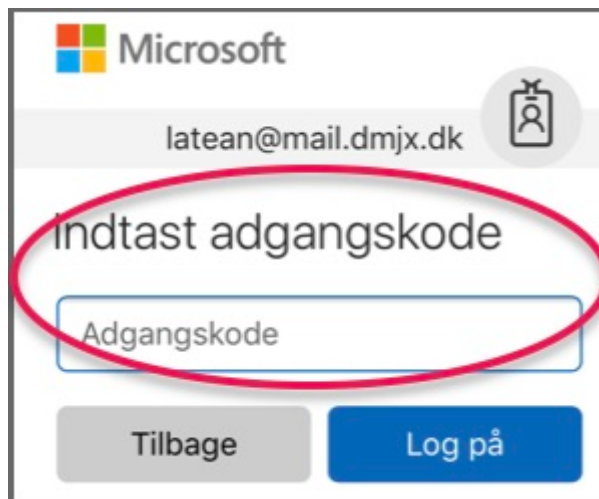


3.Type in your mail (*username@dmjx.dk*) and give the account a name.

4.Chose next

5.Chose to Log in

6.Type in your password



The image shows a Microsoft login screen for an iPhone. At the top left is the Microsoft logo. To its right is the email address 'latean@mail.dmjx.dk' and a small icon of a person with a key. Below the email address is a red oval highlighting the text 'Indtast adgangskode' (Enter password). Underneath this is a text input field with the placeholder text 'Adgangskode'. At the bottom are two buttons: a grey 'Tilbage' (Back) button and a blue 'Log på' (Log in) button.

7.Accept the terms.



8. Choose what you want to synchronise.



9. Chose to Archive

10. Now your account is on your iPhone.