

Hodges Office 365 Email (Student Email)

Office 365 is the platform Hodges University uses for student email. It is a service provided by Microsoft, and is based on the Exchange platform.

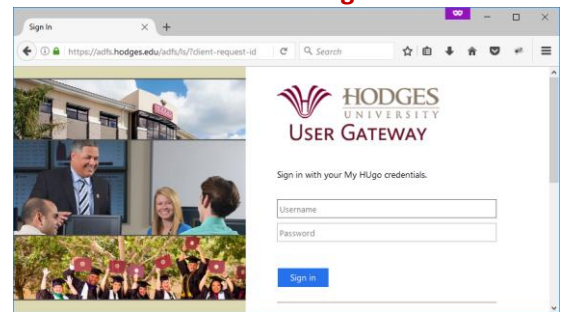
Accessing Your Email

Through the MyHUGo Portal



When you login to the MyHUGo Portal, you will see a box that looks like the one above. Click on it, and you will be taken into Office 365 automatically.

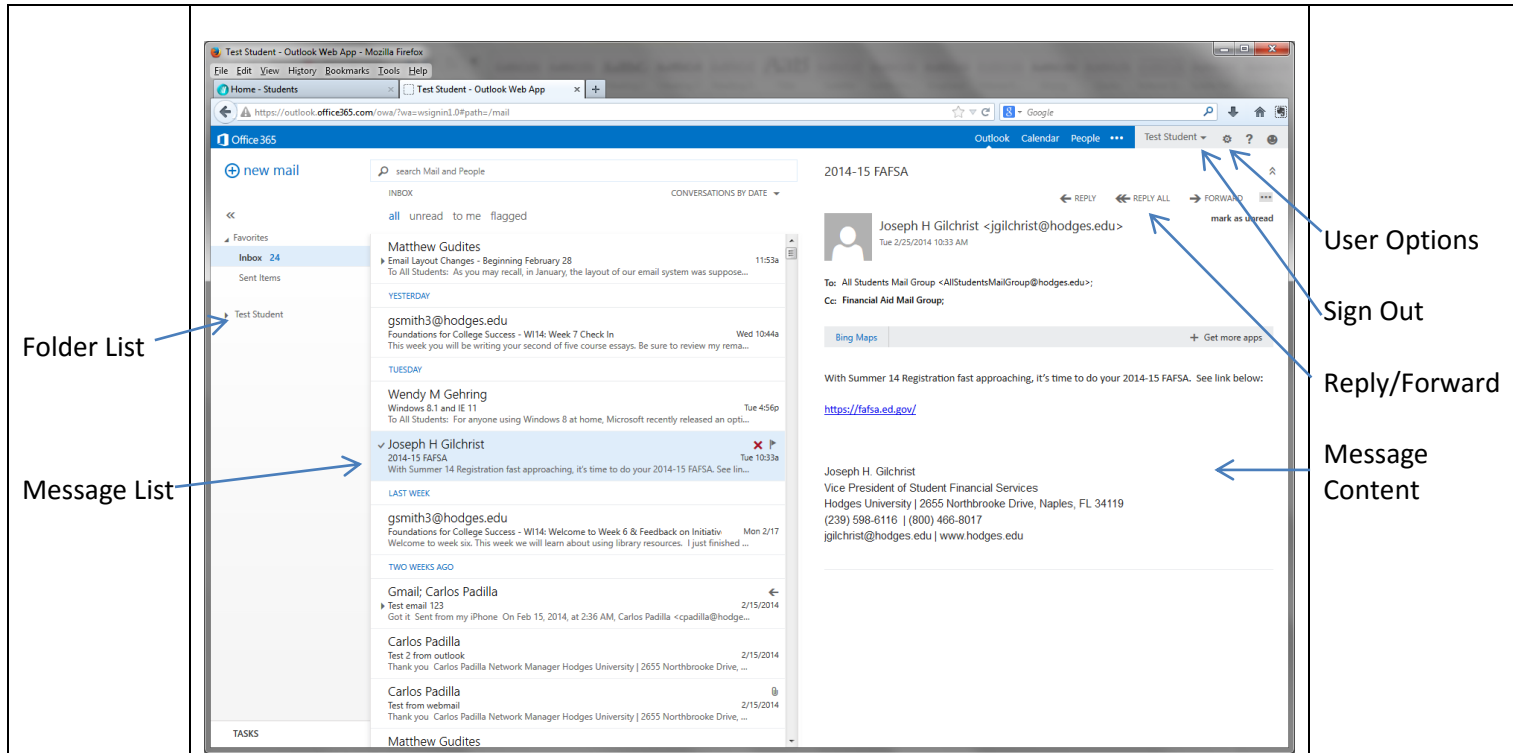
studentmail.hodges.edu



When accessing through studentmail.hodges.edu, you will be taken to our User Gateway page. Login using your MyHUGo credentials.

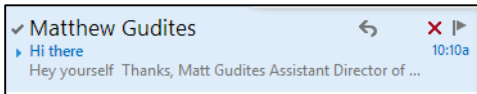
The Outlook Interface

This is what Outlook looks like when pulled up in a full window.

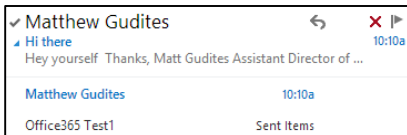


Note that by default, messages sort using **Conversation View**.

If you see a small arrow to the left of a message, it is indicating that there are other messages related to the same conversation that it isn't showing.



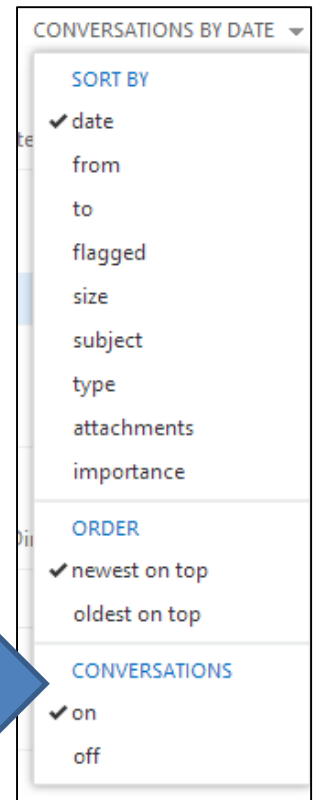
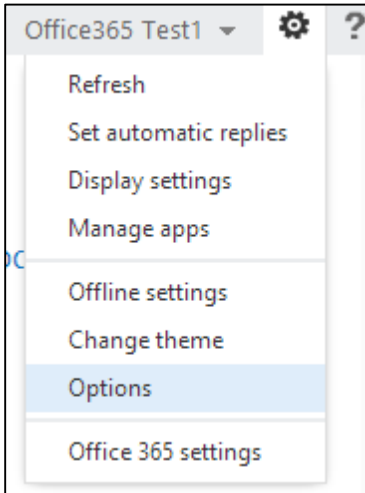
Click on the arrow and it will show you other messages (sent *and* received) related to the same conversation.



If you prefer NOT to see your messages in conversation view, this setting can be changed by going to the Sort Options area and changing “Conversations” to “Off.” Additionally, this is where you can change the criteria Outlook uses to sort your mail by.

Settings

You can configure additional Office 365 settings by clicking on the “Settings” button (the little gear icon).



Within this area, there are a number of settings that you can configure, such as Email Signatures, Inbox Rules & Automatic Replies, as well as additional preferences for mail, calendar, and contact list.

Please note: There are a number of services that come with Office 365 that are **not** supported by the Hodges IT Department. Students are free to use them, but the IT Department cannot assist in troubleshooting issues as a result. At this time, those services include:

- Connected Accounts (connecting external accounts to your Hodges email)
- Outlook (Desktop Client) support
- Windows Live Essentials application support

Connecting Your Mobile Phone

Below, we provide examples of how to connect some common mobile phones to Office 365. If your phone isn't listed, please consult [Microsoft's documentation](#) for more information on connecting your phone.

Office 365 is compatible with any ActiveSync based device.

Basic Settings



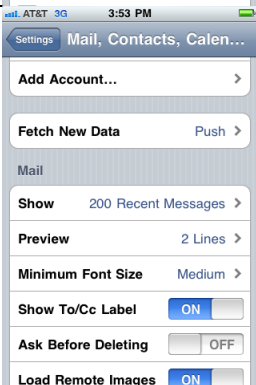
Server: outlook.office365.com

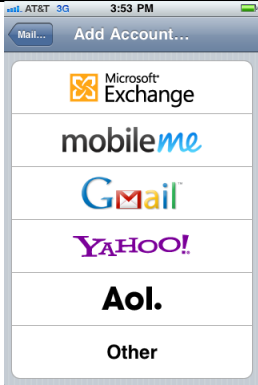

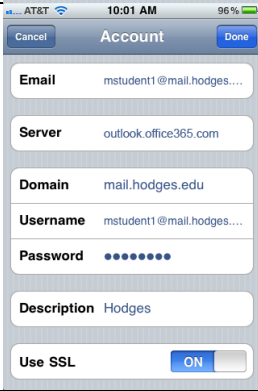
Domain: mail.hodges.edu

Username: Your full email address (e.g. tstudent@mail.hodges.edu)

Password: Your MyHUgo password

Apple iPhone, iPad, iPod Touch (iOS)

From the main menu, click on "Settings."	
In the "Settings" menu, click on "Mail, Contacts, Calendars."	
Click on "Add Account..."	

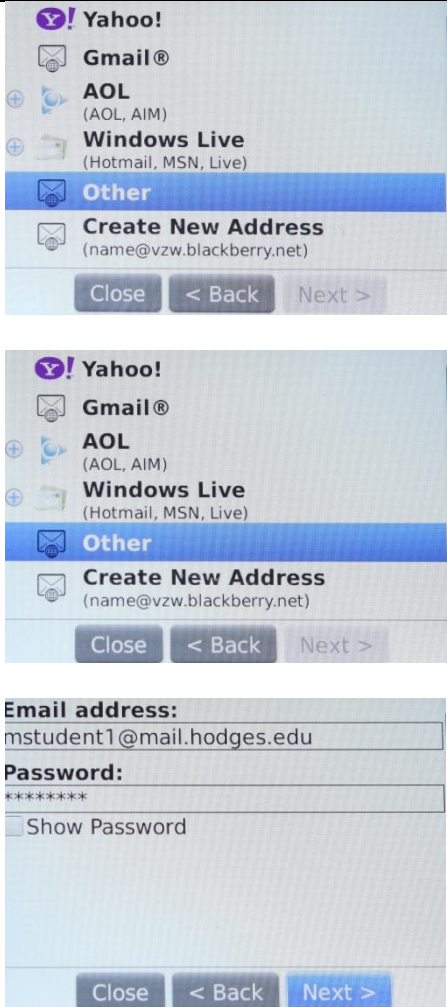
<p>Choose "Microsoft Exchange."</p>	
<p>Enter the information similarly to this, substituting your email address in the "Email" and "Username" fields. If it's available as an option, make sure that "Use SSL" is set to "ON." Hit "Done."</p>	
<p>The screen will refresh, and there should now be a new field for "Server." Enter "outlook.office365.com" as the server name.</p> <p>Hit "Done" and you should now be able to access your account.</p>	

Blackberry Devices

Blackberry devices utilize Outlook Web Access. The steps below are going to vary from device to device, as there are differences between various models and wireless providers.

You will need to have the Blackberry Internet Service enabled on your wireless account to utilize this.

1. On your phone, go to "Setup" and then "Email Settings."
2. The "Email Setup" screen will appear, where you will want to add a new account.
3. If it asks you for a type, select "Other."
4. On the next screen, it will ask you for a username and password. Enter your MyHUGo username and password.

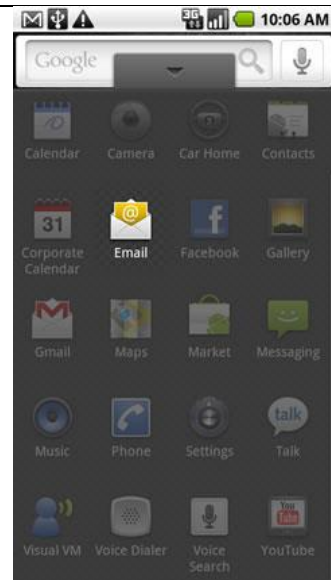
 <p>The first two screenshots show the 'Email Setup' screen with the following options: Yahoo!, Gmail®, AOL (AOL, AIM), Windows Live (Hotmail, MSN, Live), Other (selected), and Create New Address (name@vzw.blackberry.net). Buttons for Close, < Back, and Next > are visible.</p> <p>The third screenshot shows the 'Email address' field with 'mstudent1@mail.hodges.edu' and the 'Password' field with '*****'. A 'Show Password' checkbox is present. Buttons for Close, < Back, and Next > are visible.</p>	<p><i>Example:</i></p> <p>Email Address: mstudent@mail.hodges.edu</p> <p>Email Password: Your MyHUGo Password</p>
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5. Click "Next" and the email account should now be added to your Blackberry.

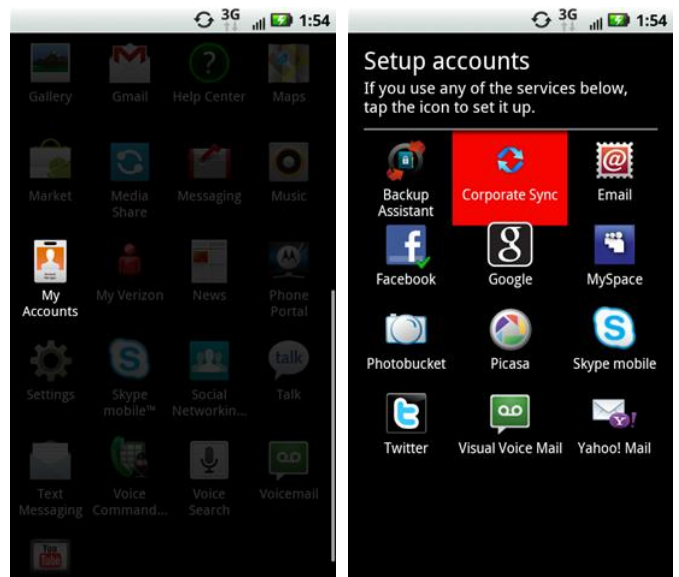
Android Based Devices

Depending on which mobile device you have, the setup for ActiveSync can vary somewhat. Due to the number of Android-based devices on the market, we are unable to give exact instructions for each one.

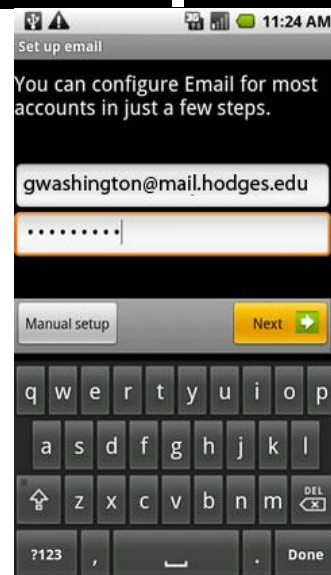
For some devices, you will click on "Email" to setup your device. For newer devices, such as the Droid X, you will need to click on "My Accounts," "Add Account" and then "Corporate Sync."



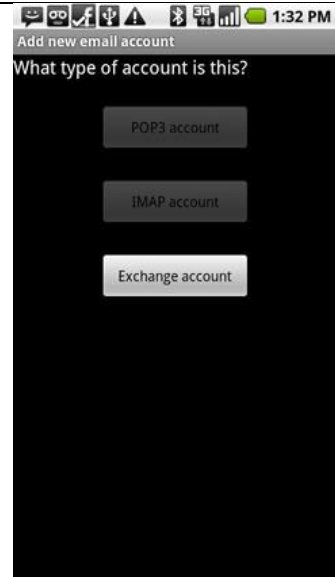
OR



Enter your email address and password, then select "Next."



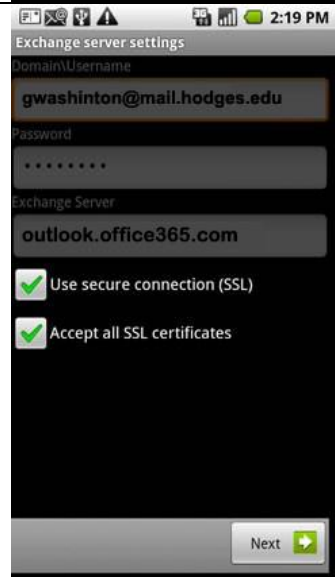
Select "Exchange account" for the email account type.



Enter your MyHUgo username and password, and "outlook.office365.com" as the server name.



Check both boxes regarding SSL.



Enter an account name (for display purposes on your phone), and your name for outgoing messages. Hit "Done" and you should now be able to access your account.

