HOW TO:

CONNECT SERVER SETTINGS FOR STUDENT EMAIL

Office 365 supports many different protocols so users can access there student email in many ways. The information below will allow for students to access Office 365 from 3rd party mail clients, wireless devices, phones, ect. If you require assistance in configuring mail, please contact the IT Help Desk at (904) 256 – 7200. They will be able to get you in contact with a RCC Technician that can assist you with configuring your mail.

1) POP : Server name: mail.jacksonville.edu Port: 995 Encryption method: SSL User Name: FULL Student Email Address PLEASE make sure the option of keeping messages on the server is checked

2) 2) IMAP: Server name: mail.jacksonville.edu Port: 993 Encryption method: SSL User Name: FULL Student Email Address

3) SMTP: Server name: mail.jacksonville.edu Port: 587 Encryption method: TLS User Name: FULL Student Email Address

4) Microsoft Exchange / Active Sync Server name: mail.jacksonville.edu Domain: (leave blank) User Name: FULL Student Email Address SSL On