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**HOW TO SETTING UP BMC E-MAIL ON NEW PHONE**

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Follow these steps to setup corporate email on your iOS & Android device (iPhone, iPad, Samsung, etc.):

1. Tap Settings → Mail, Contacts, Calendars → Add Account → Microsoft Exchange.
2. Enter the information in the fields below:
  - a. E-mail : Your Full E-mail address (e.g. asmith@bmcproperties.com)
  - b. Server: mail.bmcproperties.com OR outlook.office365.com
  - c. Domain Name: ( leave BLANK )
  - d. The username and password are your Windows login credentials.
  - e. Description is whatever name you want to give the mailbox (i.e. BMC Mail).
  - f. Then, tap Next.

Example.

Email: asmith@bmcproperties.com

Server: outlook.office365.com

Domain Name:

Username: asmith@bmcproperties.com ( Full Email Address )

Password: xxxxxxxxxxx (Your Password)

Description: Exchange

Setting might me differ from the OS version but the concept is the same.

If further information required, please do not hesitate to call Helpdesk at 202-827-2600