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Setting up Student Email on an Android Device

Introduction

Many phone companies use a custom version of android on their phones. Your phone might look different then the screenshots below, but the steps to set up an account should be similar.

## Setting up Student Email on an Android

1. Navigate to your Settings menu by opening your Apps and clicking **Settings**.
2. Once in the Settings menu, click either **Cloud and Accounts** (Name of section might vary)
3. Then click **Accounts**

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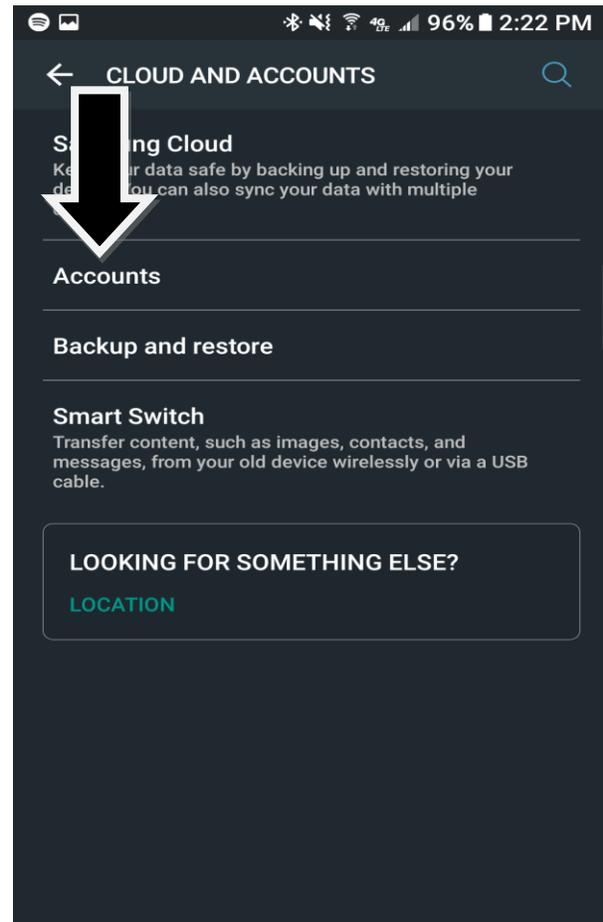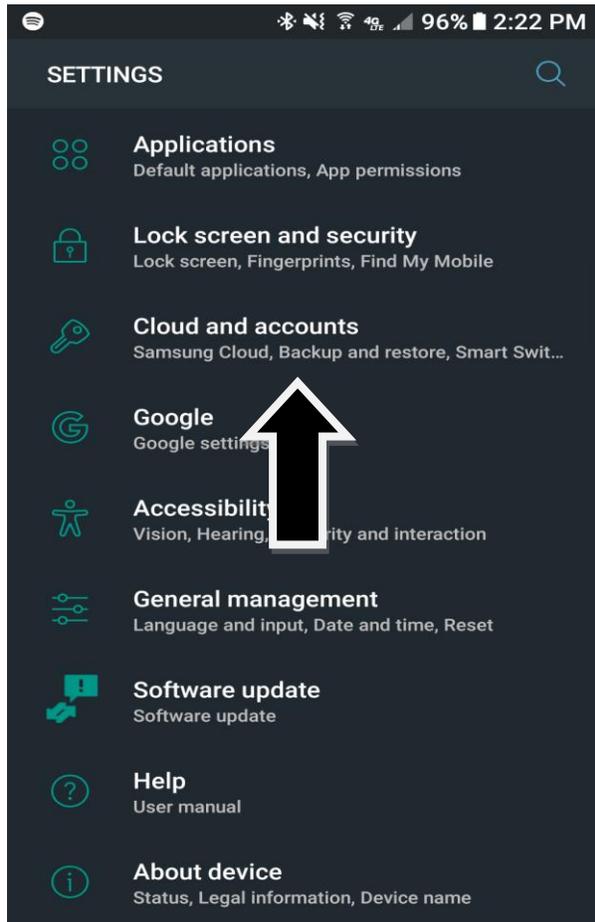
4. Choose **Add Account**

5. Then choose to add an **Email** account

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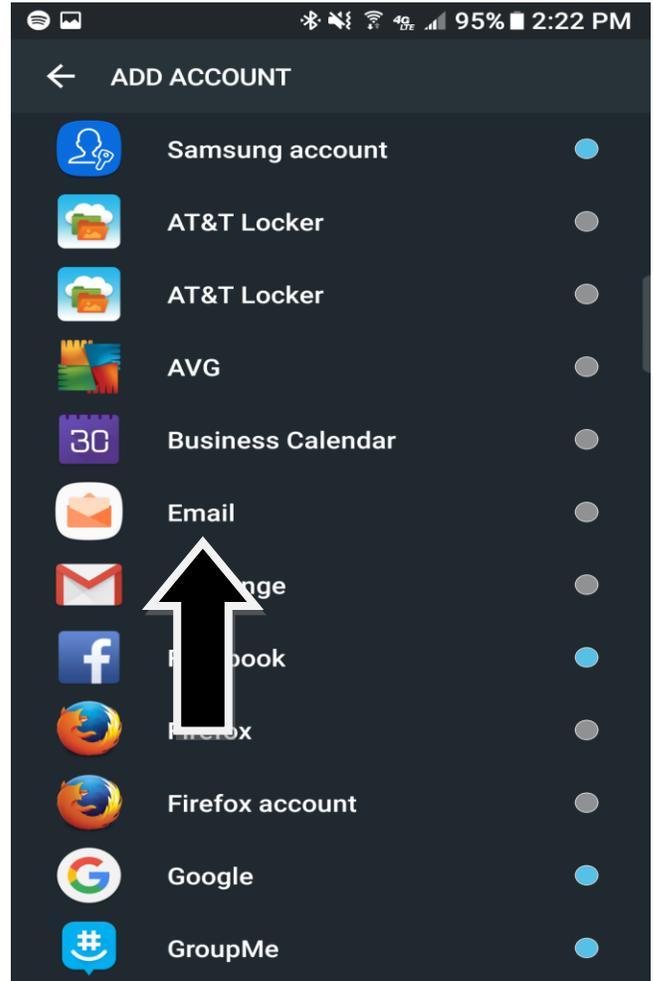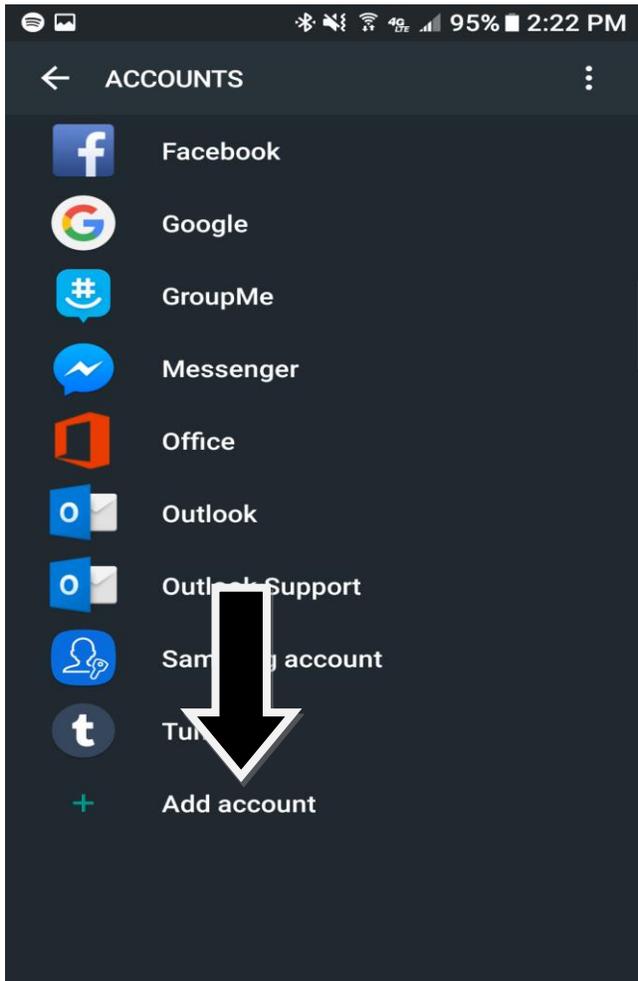
6. Type in your **[your username]@uno.edu** and your password in the provided blanks. Once finished, click **Sign In**.

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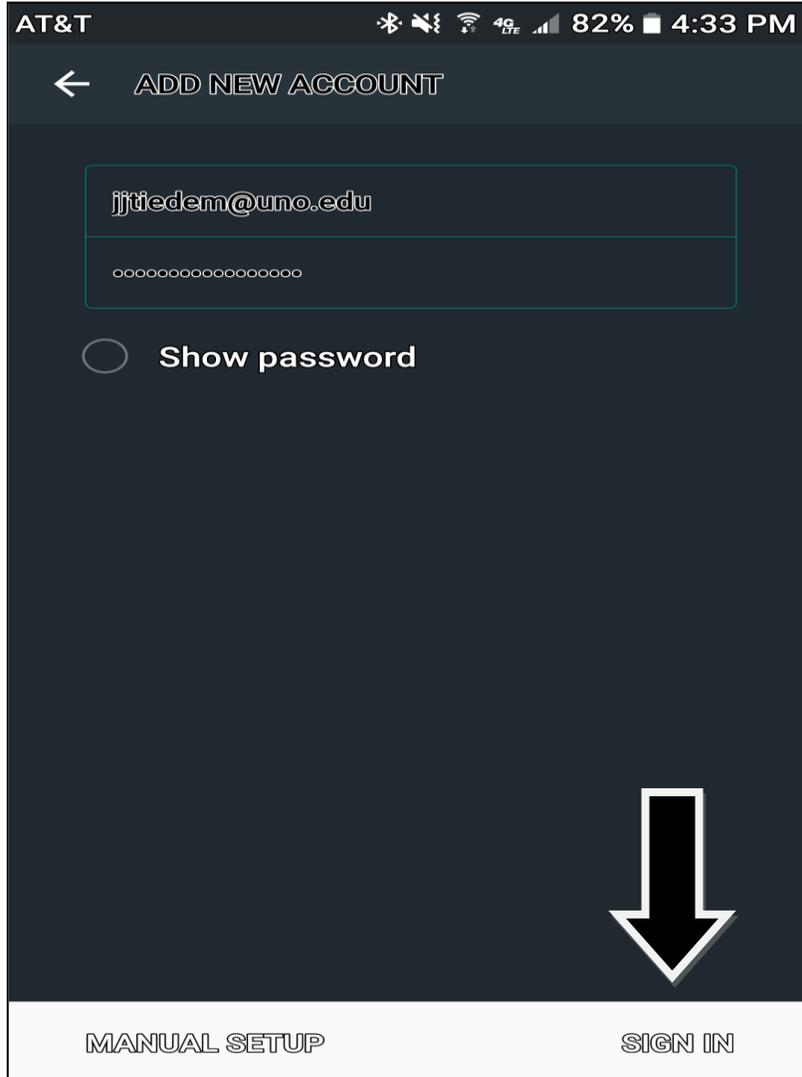
7. Next, a window should pop-up asking what account type you are attempting to set up
   a. If this is a student email, choose **IMAP Account**
   b. If this is a faculty/staff email, choose **Microsoft Exchange ActiveSync**
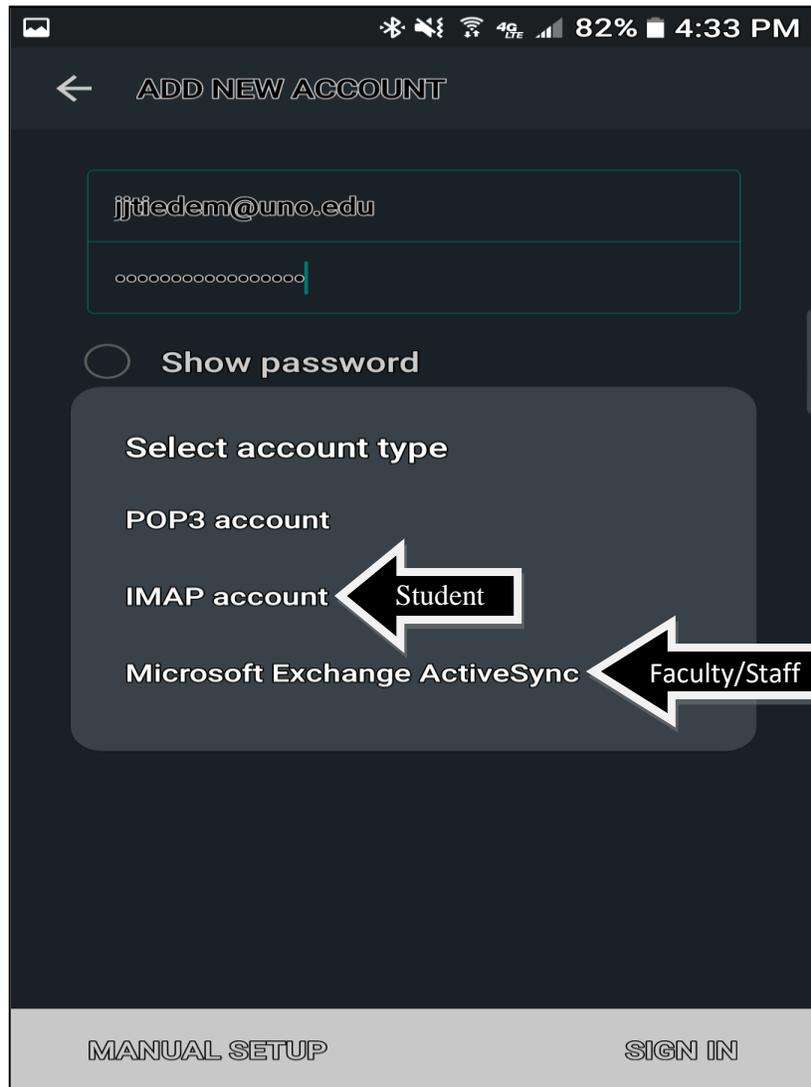
8. On the next page, input the following settings:
   a. If Domain & Username are one shared blank, type in: **[your username]@uno.edu**
   b. If Domain & Username are two separate blanks:
      i Leave the Domain blank **empty**

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        ii   In the Username blank, type in **[your username]@uno.edu**

c. **Incoming Server**

        i   IMAP Server: **outlook.office365.com**

        ii   Security Type: **SSL**

        iii   Port: **993**

d. **Outgoing Server**

        i   SMTP server: **outlook.office365.com**

        ii   Security Type: **TLS**

        iii   Port: **587**

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9. Once finished, click **Next**.

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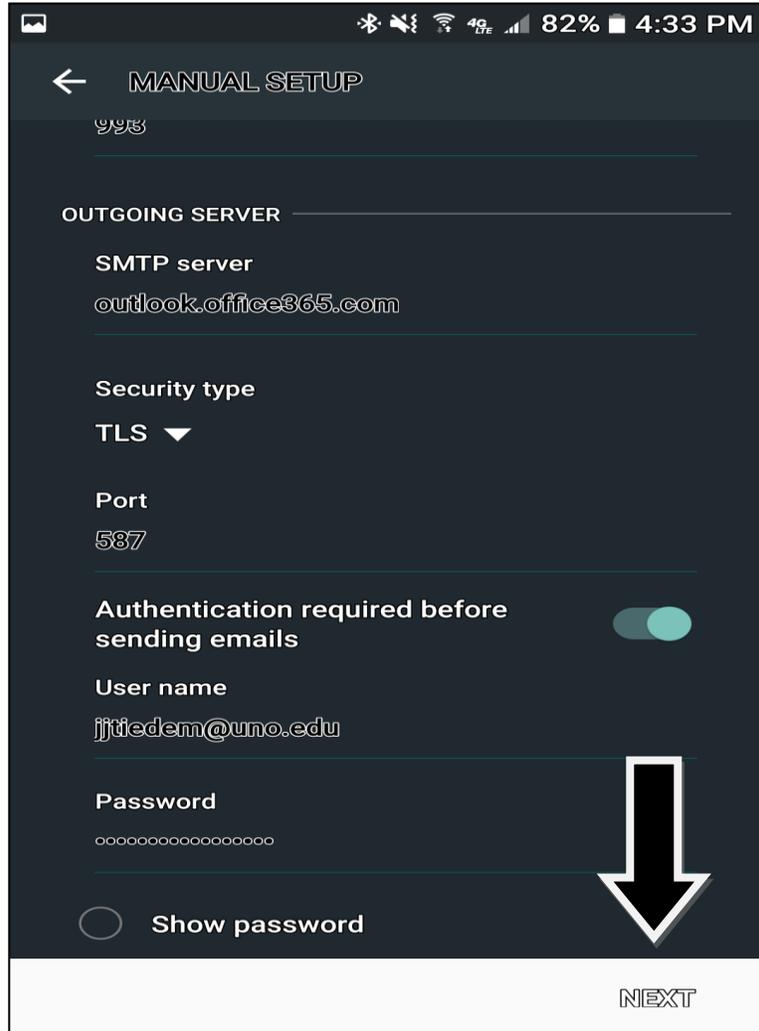
10. You should now be prompted to adjust:

    a. How often your phone will check for emails

    b. How many days worth of emails to sync

    c. Notification settings for your email account
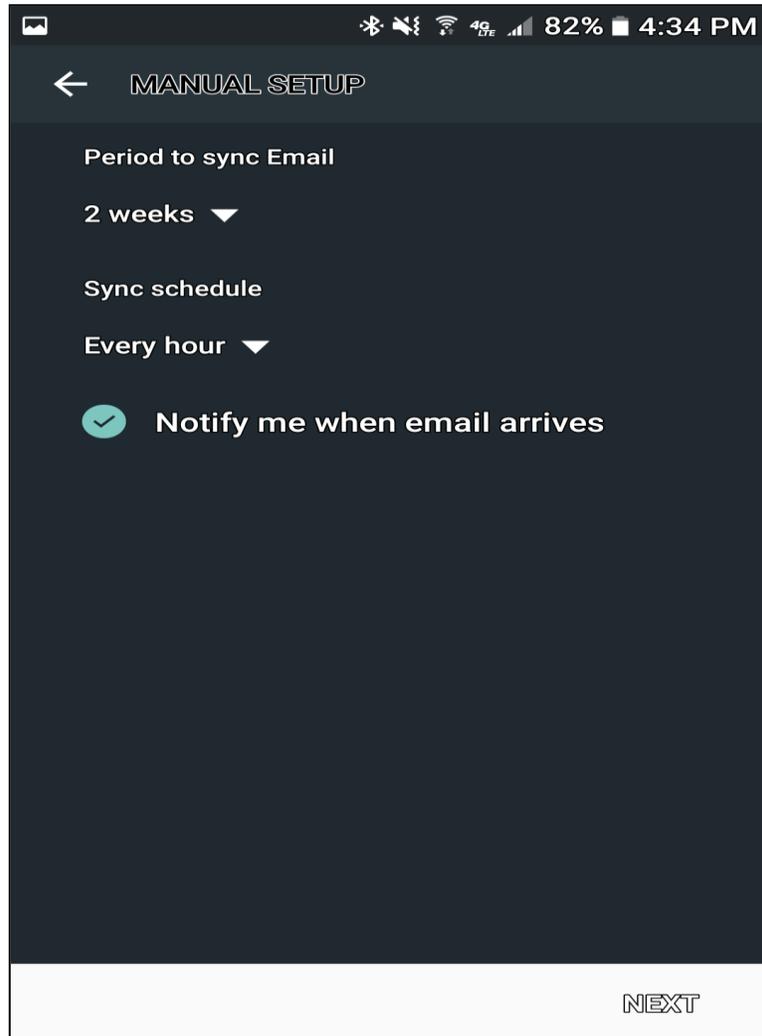
11. Settings can further be adjusted by returning to the **Accounts** section from step 1. You can set whether or not this account will be the default account for the phone, whether the phone should notify you of a new message, whether or not you would like to sync your contacts and calendar, and whether or not you would like to delete messages from the server once they are deleted from the phone.

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12. Lastly just assign a name to your email account, and click **Done**. Your account is now setup and will appear in your Accounts list. Your mail will begin downloading to your phone the first time you open your email.
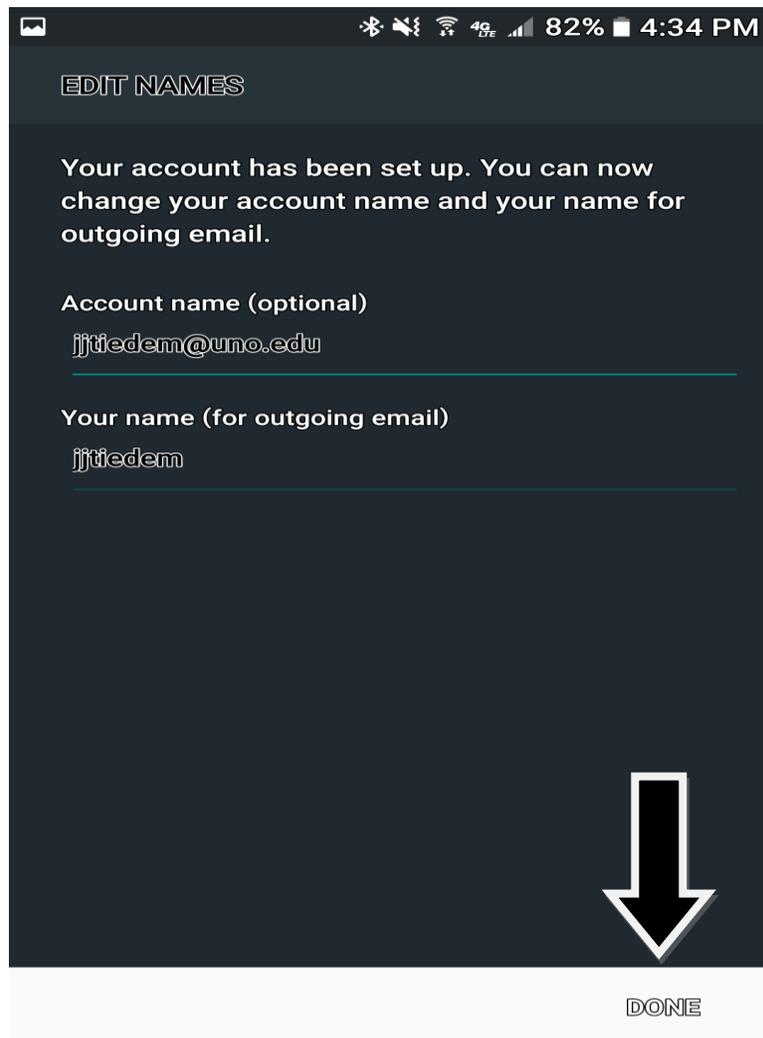
Contact us

If you need assistance, please contact the Help Desk at 504-280-HELP or helpdesk@uno.edu.