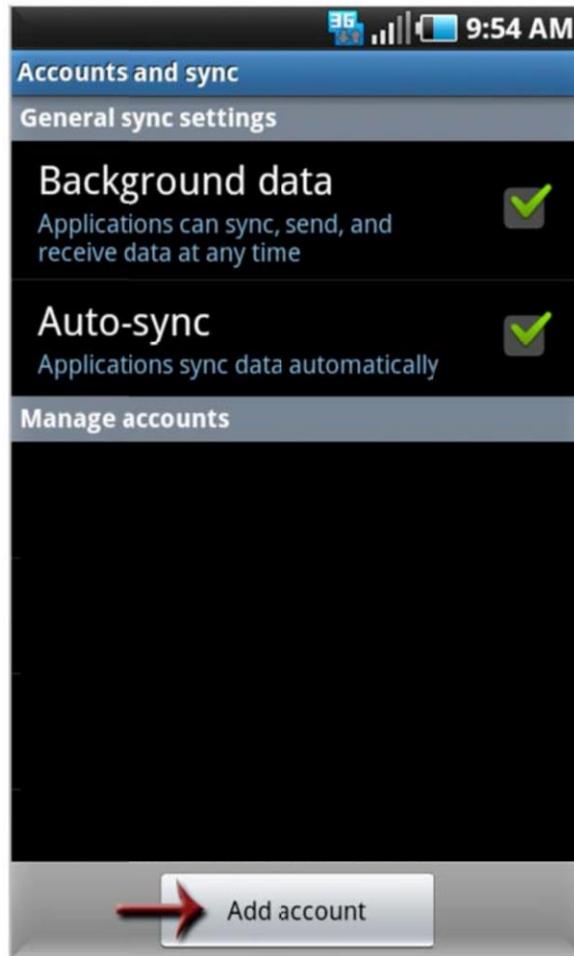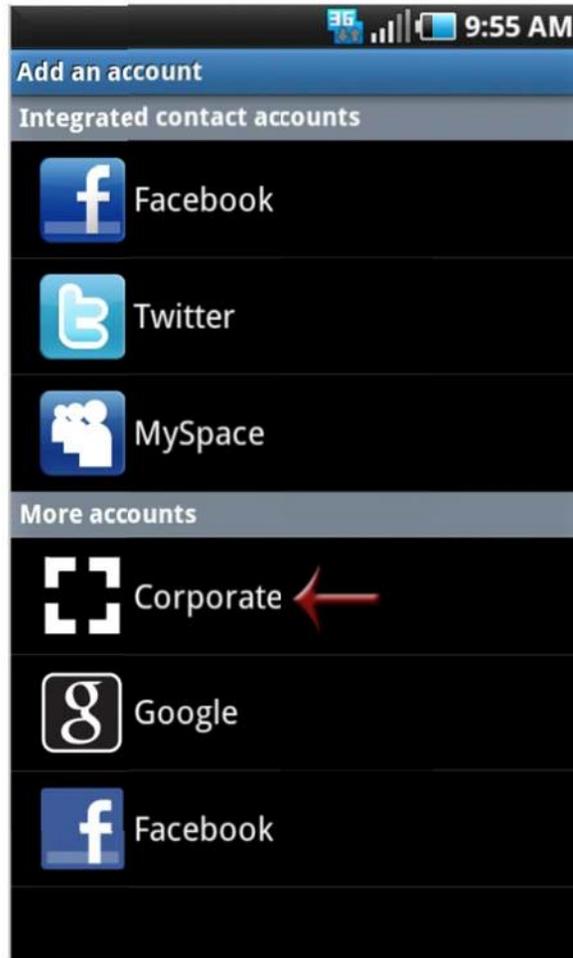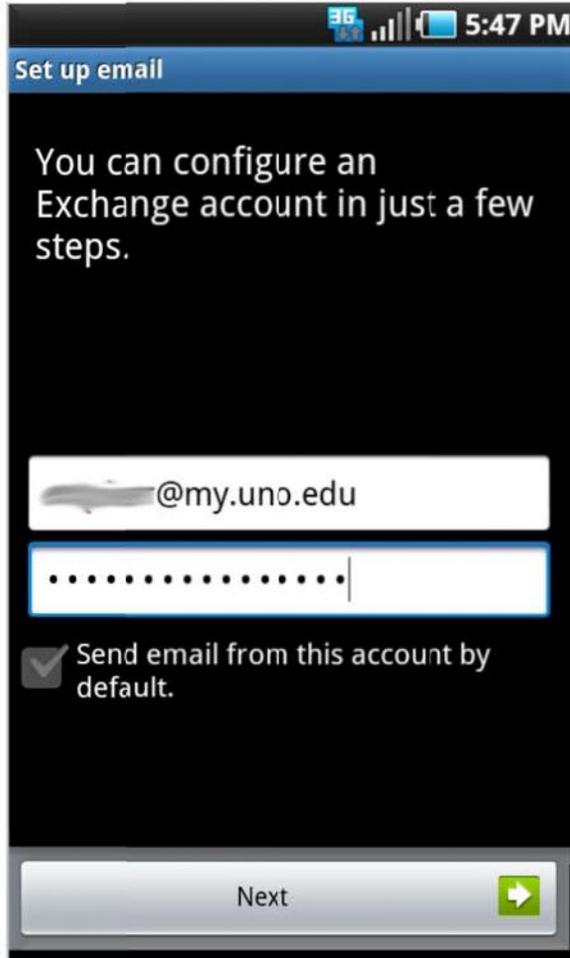# Email Setup for Android Phones

1. Navigate to your settings menu by opening your app drawer and clicking **Settings**.
2. Once in the settings menu, click **Accounts and sync**.
3. Then click **Add Account**.

4. Choose **Corporate** from the "More accounts" menu.

5. Type in your **username@my.uno.edu** and your password. Once finished, click **Next**.

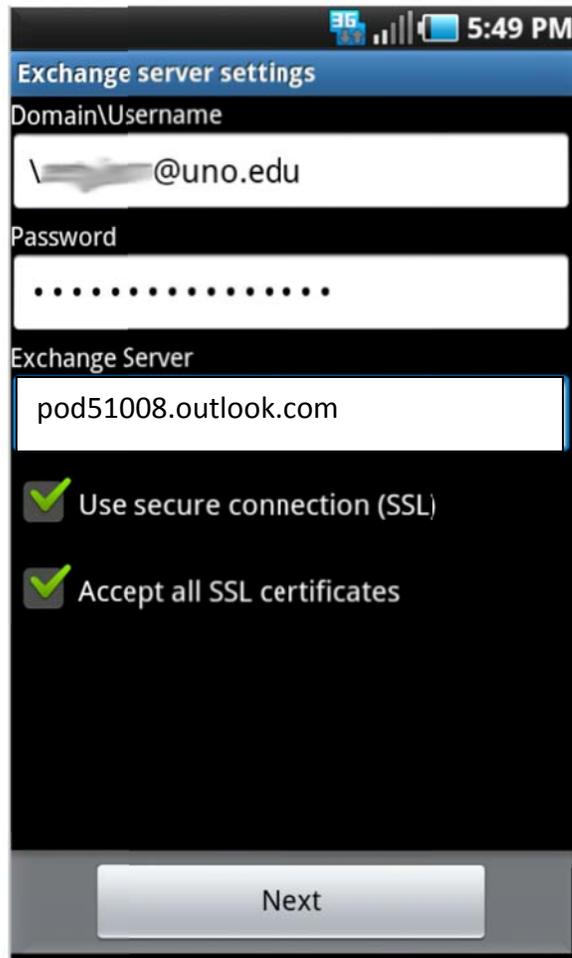6. In the Exchange server settings enter the following settings:

   **Domain\Username:** username@uno.edu
   **Password:** your password
   **Exchange Server:** pod51008.outlook.com
   Check **Use Secure Connection (SSL)** and **Accept all SSL certificates**

7. Once finished, click **Next**.

8. You can now setup the following options for your account:

   - How often your phone will check for mail
   - How many days worth of mail to sync
   - How big the emails will be.

   You can also set whether or not this account will be the default account for the phone, if the phone notifies you of new messages, if you would like to sync your contacts and calendar and if you would like to delete messages from the server when they're deleted from the phone. Once finished, click **Next**.
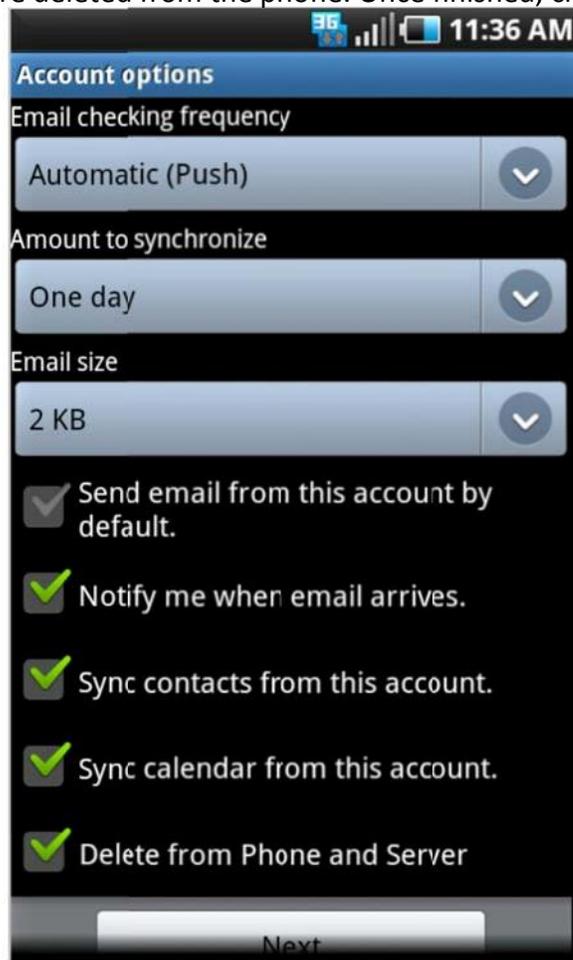
9. Your account will now be setup and will appear in your Accounts list. Your mail will begin downloading to your phone the first time you open your mail.
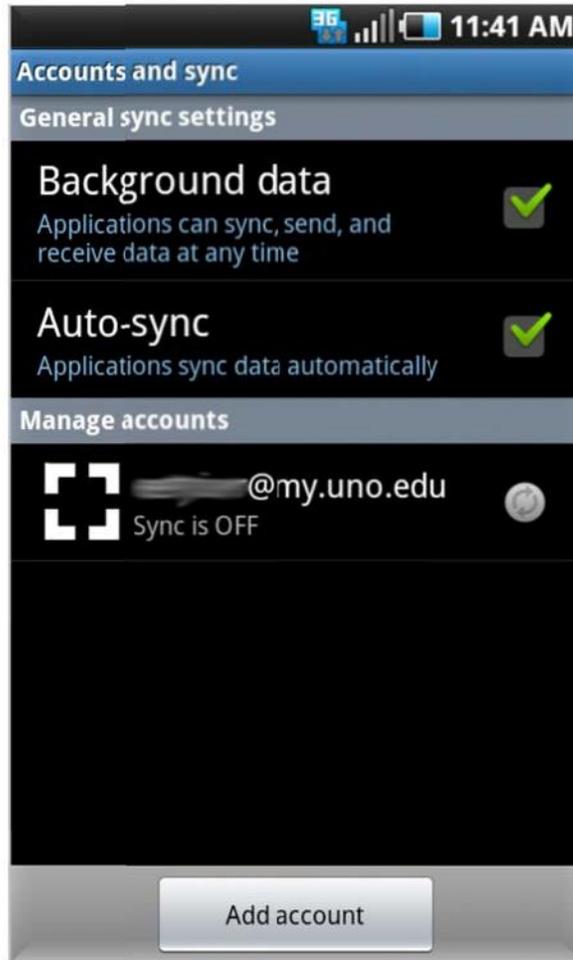


If you encounter any trouble, feel free to contact the Help Desk at (504) 280-4357 or by email at helpdesk@uno.edu. You may also stop by the Help Desk, located in the UCC Room 101.