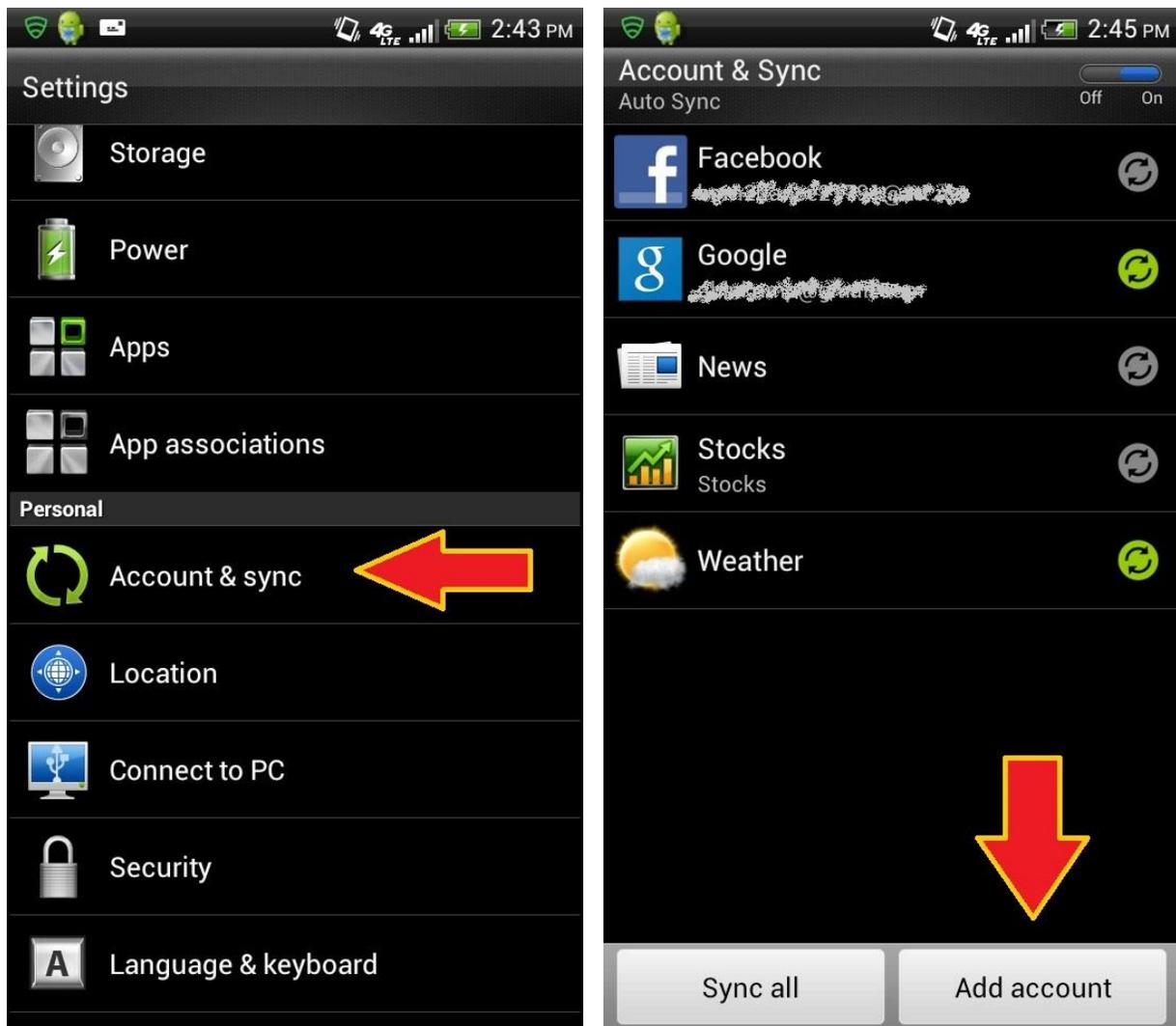
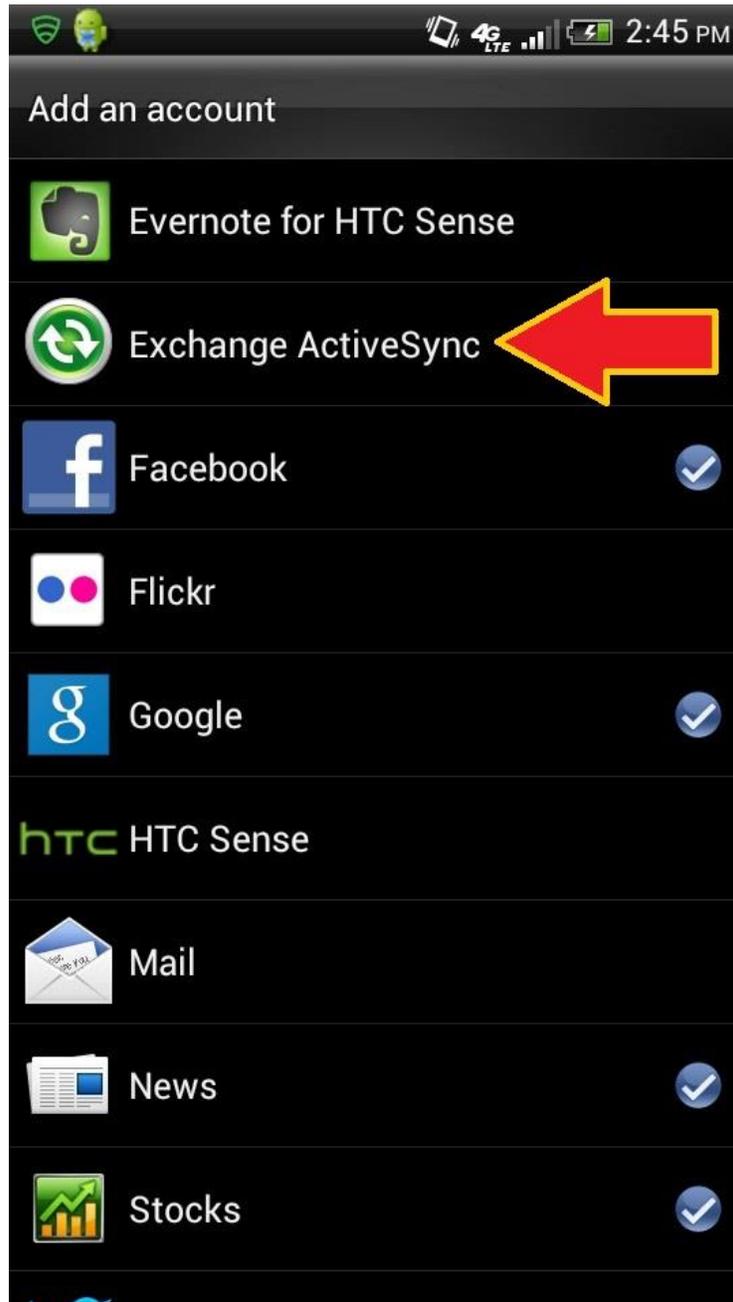


Email Setup for Android

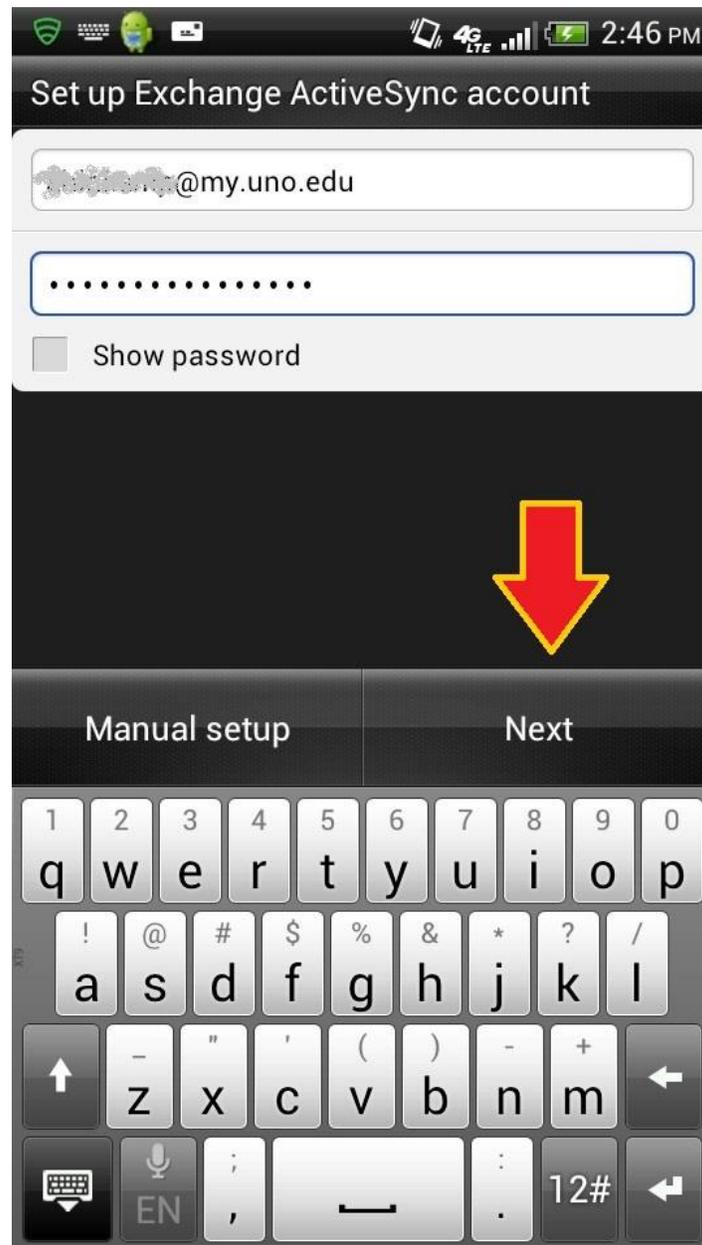
1. Navigate to your Settings menu by opening your Apps and clicking **Settings**.
2. Once in the Settings menu, click **Account & Sync**.
3. Then click **Add Account**.



4. Choose either **Corporate** or **Exchange ActiveSync** (depending on the type of phone).

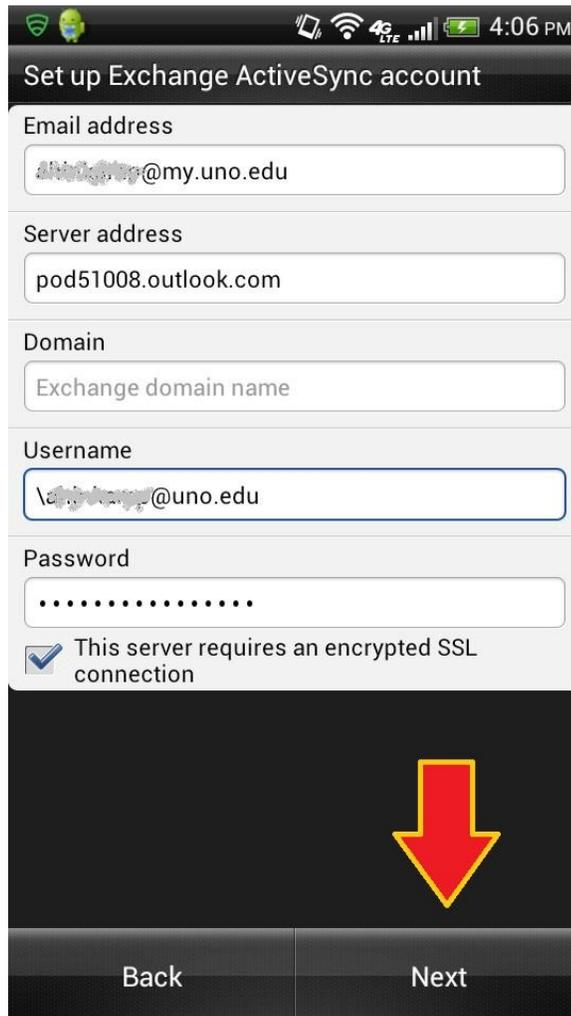


5. Type in your **username@my.uno.edu** and your password in the provided blanks. Once finished, click **Next**.



6. On the next page, input the following settings:
 - a. If Domain & Username are one shared blank, type in: \username@uno.edu
 - b. If Domain & Username are two separate blanks:
 - i. Leave the Domain blank empty
 - ii. In the Username blank, type in \username@uno.edu
 - c. Exchange Server: **pod51008.outlook.com**
 - d. Check off **"This server requires an encrypted SSL connection."**

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



Set up Exchange ActiveSync account

Email address
myuno@my.uno.edu

Server address
pod51008.outlook.com

Domain
Exchange domain name

Username
\\myuno@uno.edu

Password
.....

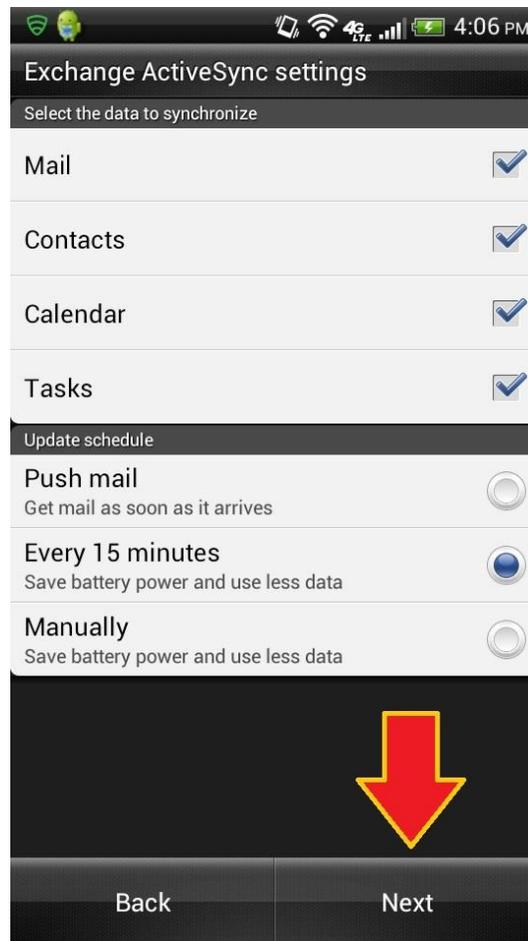
This server requires an encrypted SSL connection

Back Next

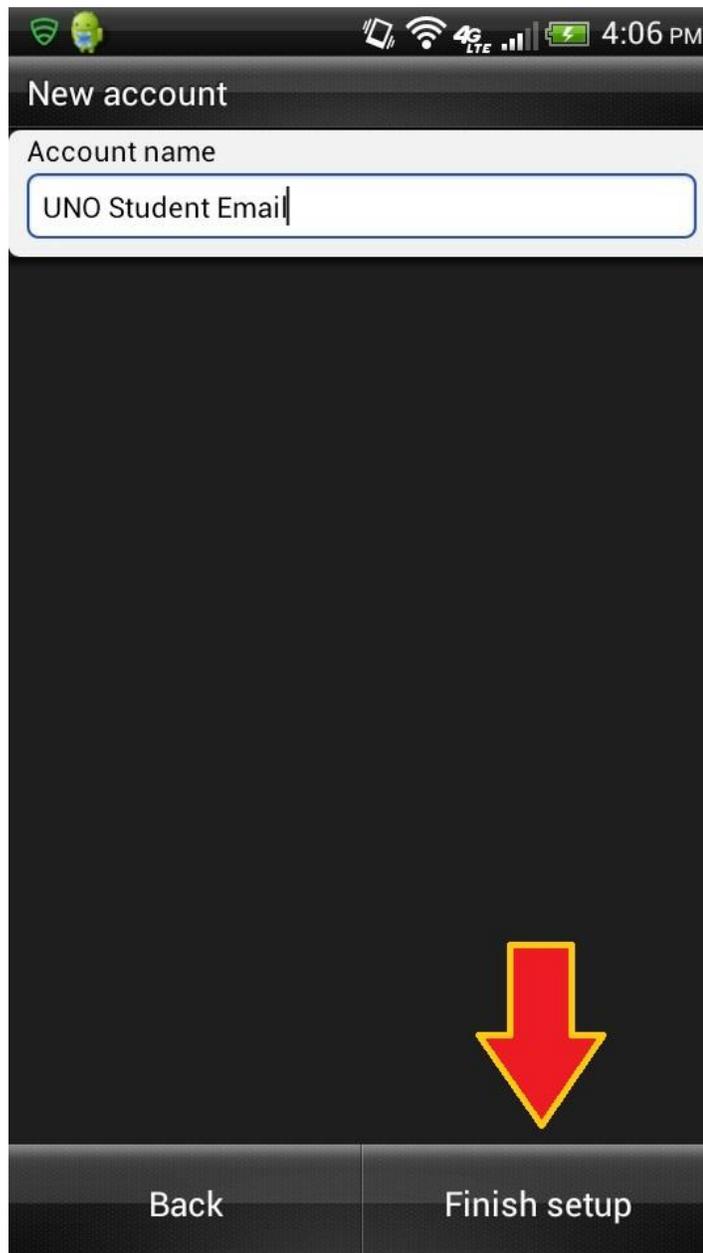
8. You will now setup the following options for your account:
 - a. How often your phone will check for emails
 - b. How many days worth of emails to sync
 - c. The maximum size limit that an email can be

9. You can also 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.

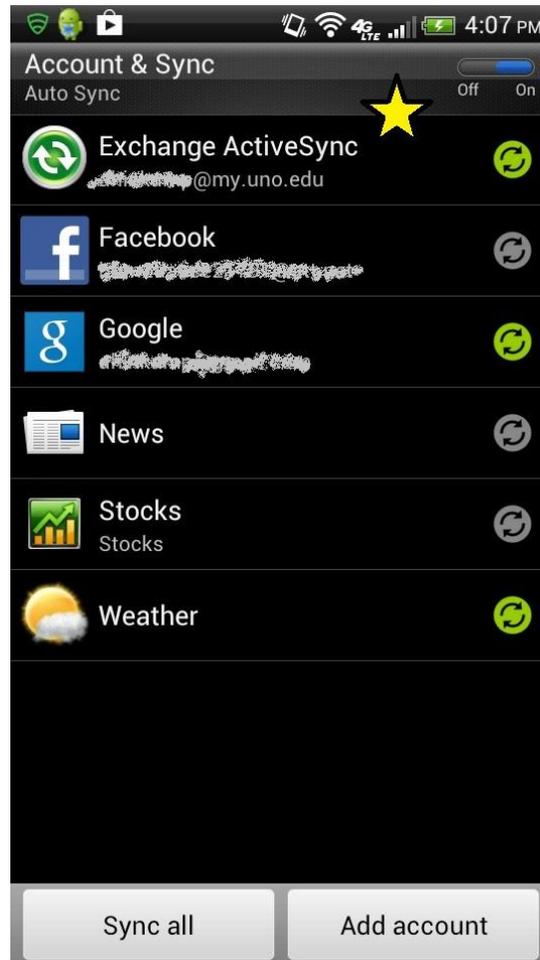
10. Then click **Next**.



11. You will now be asked to create a name for your account; this step is optional.
12. When finished, click **Finish Setup**.



13. 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 email.



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.