

To Set Up College Email on an Android Phone or Android Tablet:

1. From the **Applications** menu, select **Email**. This application may be named **Mail** on some versions of Android.
2. Type your full e-mail address, for example *johnlogan@jalc.edu*, and your password, and then select **Next**.
3. Select **Exchange account**. This option may be named Exchange ActiveSync on some versions of Android.
4. Enter the following account information and select **Next**.
 - **Domain\Username:** Type your full e-mail address in this box. If Domain and Username are separate text boxes in your version of Android, leave the Domain box empty and type your full e-mail address in the Username box.
 - On some versions of Android, you need to use the domain\username format. For example, if your e-mail address is *johnlogan@jalc.edu*, type: *jalc.edu\johnlogan@jalc.edu*.
 - **Password:** Use the password that you use to access your account.
 - **Exchange Server:** Enter *outlook.office365.com*
5. As soon as your phone verifies the server settings, the **Account Options** screen displays. The options available depend on the version of Android on your device. The options may include the following:
 - **Email checking frequency** The default value is Automatic (push). When you select this option, e-mail messages will be sent to your phone as they arrive. We recommend only selecting this option if you have an unlimited data plan.
 - **Amount to synchronize** This is the amount of mail you want to keep on your mobile phone. You can choose from several length options, including One day, Three days, and One week.
 - **Notify me when email arrives** If you select this option, your mobile phone will notify you when you receive a new e-mail message.
 - **Sync contacts from this account** If you select this option, your contacts will be synchronized between your phone and your account.
6. Select **Next** and then type a name for this account and the name you want displayed when you send e-mail to others. Select **Done** to complete the e-mail setup and start using your account.