Mobile Email Setup – Android

Procedure:

1. Select **Email** from your applications menu

2. Enter your **Email** *(first.m.last@student.wwcc.edu)*

3. Tap **Next**

4. Enter your **Password**

5. Tap **Next**
6. Choose **Exchange**

7. Enter your **Username (SID@wwcc.edu)**, and use **outlook.office365.com** for **Server**
8. Tap **next**
9. Tap **OK**

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**Remote security administration**

The server outlook.office365.com requires that you allow it to remotely control some security features of your Android device. Do you want to finish setting up this account?

<table>
<thead>
<tr>
<th>Cancel</th>
<th>OK</th>
</tr>
</thead>
</table>

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10. **Select** all that you want to be synced

**Account options**

- **Sync frequency:** Automatic (Push)
- **Sync emails from:** Last week
  - Notify me when email arrives
  - Sync contacts from this account
  - Sync calendar from this account
  - Sync email from this account
  - Automatically download attachments when connected to Wi-Fi
11. Tap **Next**
12. Tap **Activate**

Activate device administrator?

Email

The server outlook.office365.com requires that you allow it to remotely control some security features of your Android device.

Activating this administrator will allow the app Email to perform the following operations:

- **Erase all data**
  Erase the tablet's data without warning by performing a factory data reset.

- **Set password rules**
  Control the length and the characters allowed in screen-unlock passwords.

- **Monitor screen-unlock attempts**
  Monitor the number of incorrect passwords typed when unlocking the screen, and lock the tablet or erase all the tablet's data if too many incorrect passwords are typed.

- **Lock the screen**
  Control how and when the screen locks.

[Cancel] [Activate]

Congratulations! Your email is now synced to your device.