Mobile Email Setup – Android

Procedure:

1. Select Email from your applications menu

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

3. Tap Next

4. Enter your Password

5. Tap Next

6. Choose Exchange
7. Enter your **Username (EID@wwcc.edu)**, and use **outlook.office365.com** for **Server**

8. Tap **next**
9. Tap **OK**

> 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>

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

> Account options

- **Sync frequency:** Automatic (Push)
- **Sync emails from:** Last week
- ![Check box] Notify me when email arrives
- ![Check box] Sync contacts from this account
- ![Check box] Sync calendar from this account
- ![Check box] Sync email from this account
- ![Check box] Automatically download attachments when connected to Wi-Fi

11. Tap **Next**
12. Tap **Activate**

**Activate device administrator?**

![Activation dialog]

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.

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**Congratulations! Your email is now synced to your device.**