

## ► Setting up Asbury University Email on Android Devices

### Overview

This document describes the process of setting up your Asbury University email account on your Android device (Phone/Tablet). Please note that due to the nature of Android devices, this walkthrough may contain different elements than what you may encounter on your specific device.

**Warning:** The instructions provided are based off of Android 6.0 (Marshmallow) and may be different for older or newer devices. Help Desk recommends updating your device to the latest version possible.

### Instructions

1. Start by TAPPING the “**App Drawer**” on one of your home screens.
2. Navigate and TAP the “**Settings**” application.
3. Scroll down and TAP “**Add account**” in the ACCOUNTS & SYNC section.
4. Next, TAP the “**Microsoft Exchange**” option.
5. ENTER your full Asbury.edu email in the “Email address” box and your password in the “Password” box, then TAP “**Manual Setup.**”
  - a. If you wish for this account to be the default email address for emails sent from your device, check the “Send email from this account by default” option.
6. INSERT the following into the fields:
  - a. Server
    - i. outlook.office365.com
  - b. Username
    - i. firstname.lastname@asbury.edu
  - c. Password
    - i. Your account password
7. CHECK the box next to “use secure connection (SSL).”
8. TAP **Next.**
  - a. You may get a “Remote Security Administration” popup box. TAP “OK”
9. To finish setting up your email, you may check whether or not you wish to have Notifications, Contact Sync, Calendar Sync, and whether you wish to automatically download attachments when on Wi-Fi. Make sure that “**Inbox checking frequency**” is set to Automatic (Push), “**Days to sync**” is set to Automatic, and that the “**Sync email from this account**” box is checked. When you are ready, TAP **Next.**
10. You may give this account a name to distinguish it, such as Asbury or Asbury Email. If you wish not to, TAP **Next.**
11. A window titled “**Activate device administrator**” will pop up. TAP **Activate.**
12. Your email will now begin syncing to the mail app. If you have any questions or difficulties with this process, please contact the Help Desk.