

Configuring Loyalist Email on an Android

WHAT YOU WILL NEED

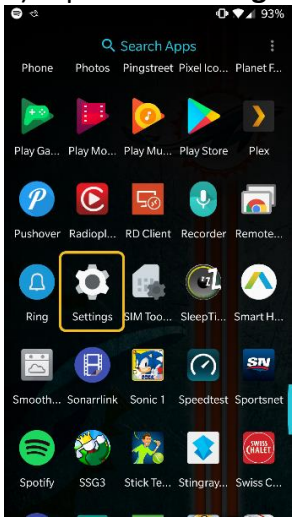
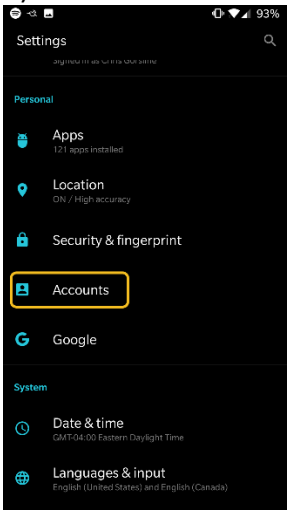
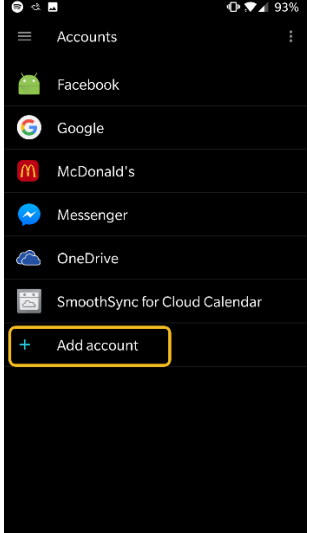
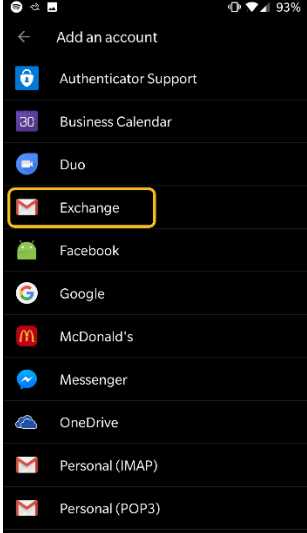
The following information is necessary in order to set up your Loyalist email account on your Android device:

Loyalist email address and password:

Students – firstnamelastname@loyalistcollege.com

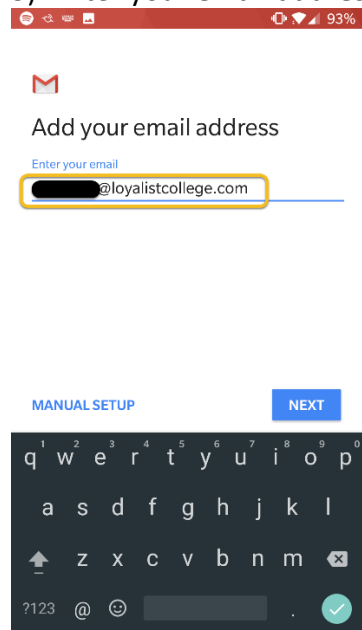
Exchange server address: **outlook.office365.com**

STEP-BY-STEP INSTRUCTIONS

<p>1) Open the Settings application</p> 	<p>2) Click the Accounts button</p> 
<p>3) Click + Add Account</p> 	<p>4) Click Exchange</p> 

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5) Enter your **email address** and click NEXT



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Add your email address

Enter your email

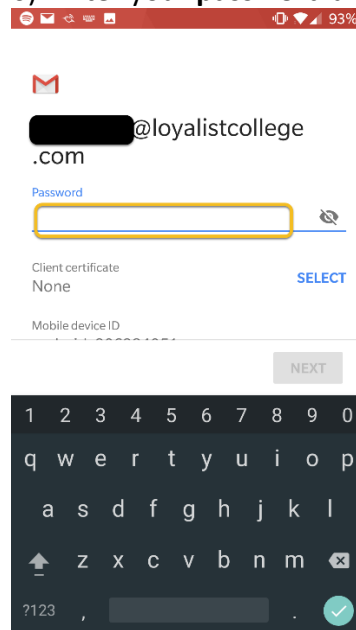
@loyalistcollege.com

MANUAL SETUP

NEXT

q w e r t y u i o p
a s d f g h j k l
z x c v b n m

6) Enter your **password** and click NEXT



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@loyalistcollege.com

Password

Client certificate
None

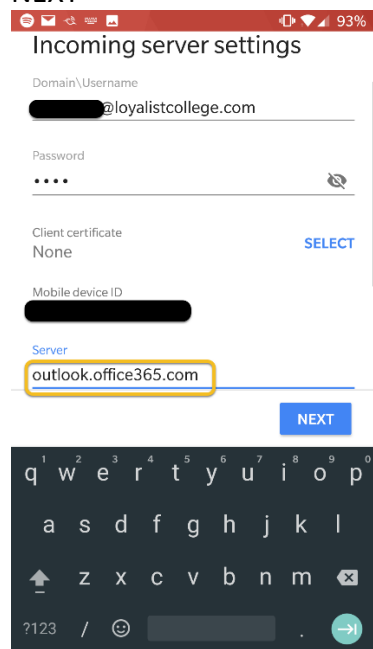
SELECT

Mobile device ID

NEXT

1 2 3 4 5 6 7 8 9 0
q w e r t y u i o p
a s d f g h j k l
z x c v b n m

7) On the “Incoming server settings” scroll down to **Server** and remove what’s there and enter **outlook.office365.com** and then click NEXT



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Incoming server settings

Domain\Username
@loyalistcollege.com

Password
.....

Client certificate
None

SELECT

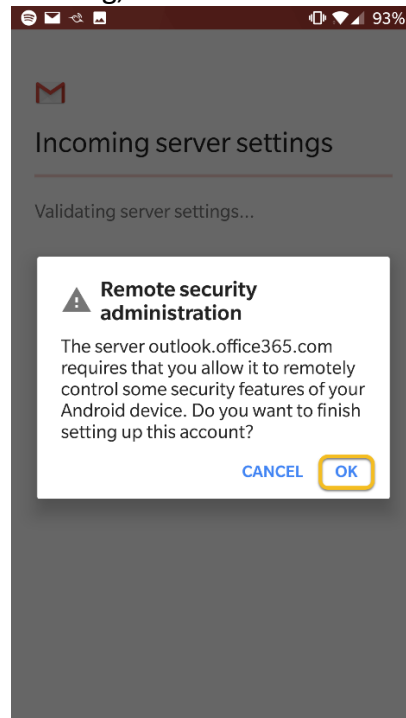
Mobile device ID

Server
outlook.office365.com

NEXT

q w e r t y u i o p
a s d f g h j k l
z x c v b n m

8) At the “Remote security administration” warning, click OK.



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Incoming server settings

Validating server settings...

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?

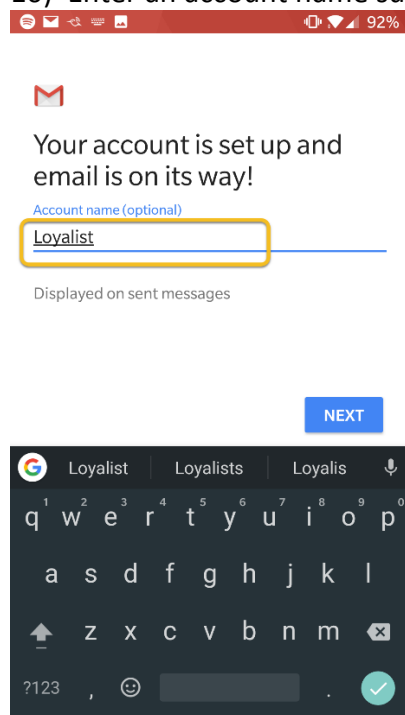
CANCEL OK

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9) At the “Activate device administrator?” screen, click **Activate this device administrator** at the bottom of the screen



10) Enter an account name such as Loyalist



Note:

With an Exchange account set up on your Android phone, you will not find one built-in application to handle all of the apps in one location; instead, you have to view the email, calendar, and contacts separately. Fortunately, when you set up the email account for an Exchange server, it automatically pulls the information for calendar and contacts — as long as you’ve set it up to do so.