

Set up email on an Android phone or tablet

You can use the Outlook App in the Google Play Store or the built in mail app already on your phone.

Using the Outlook for Android App.

Download the Outlook for Android app from the Google Play store if you haven't installed it yet.

If you already have it installed, open it and then depending on your device, tap the navigation control at the bottom of your Android, or tap **More > Settings > Add Account**.

Tap **Office 365** if you have a work or school account in Office 365 for business.

Enter your full email address, for example `jdoe@holmescc.edu`, type your password, and then tap **Sign in**.

Outlook for Android then starts syncing the account.

To view your calendar, files, or contacts from the app, tap **More**.

Proceed to NEXT page to use the built in mail app on Android

Using the Built In App

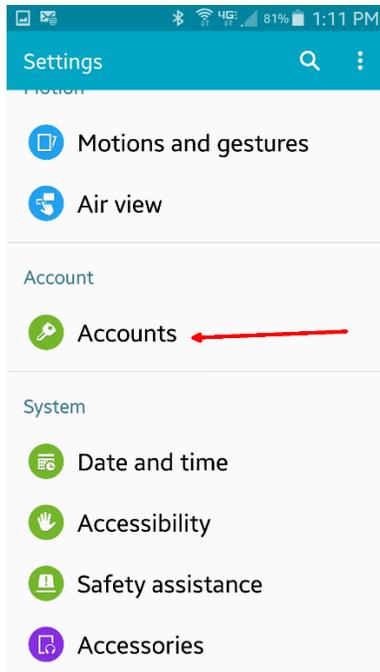
First remove your current Holmes Community College email account



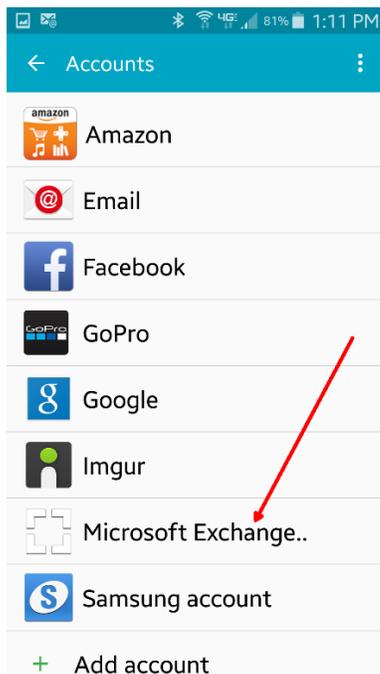
Tap **Apps** > **Settings**.



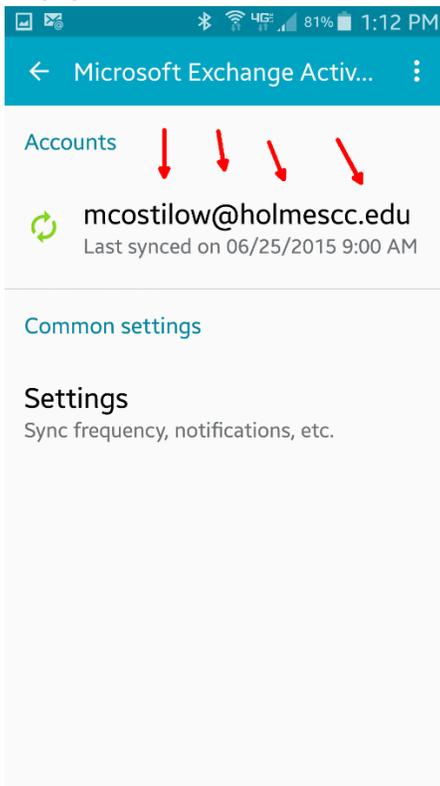
Tap **Accounts**



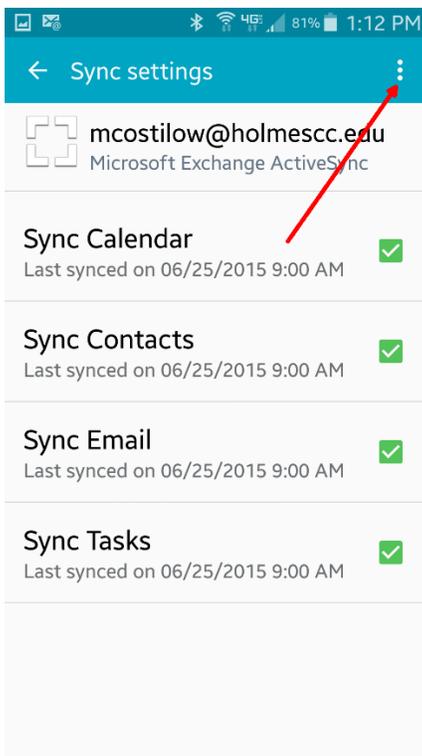
Tap **Microsoft Exchange**

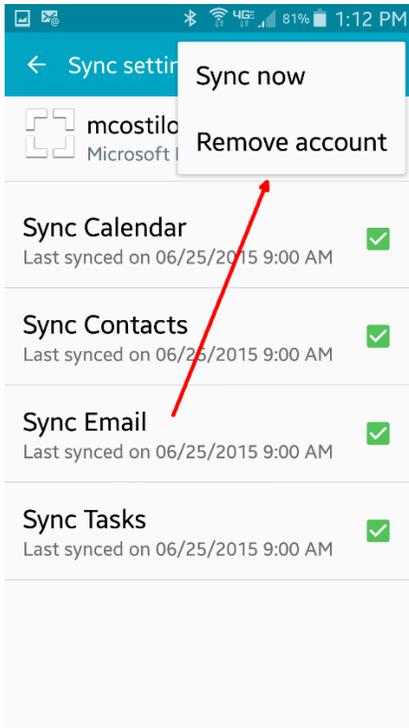


Tap your **Account**

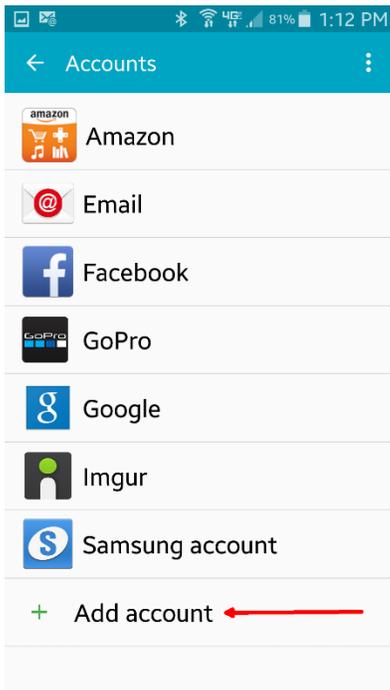


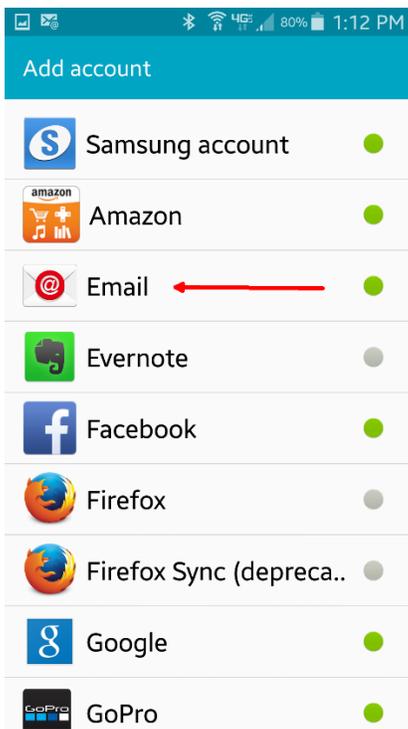
Tap the 3 dots and choose **REMOVE ACCOUNT**.



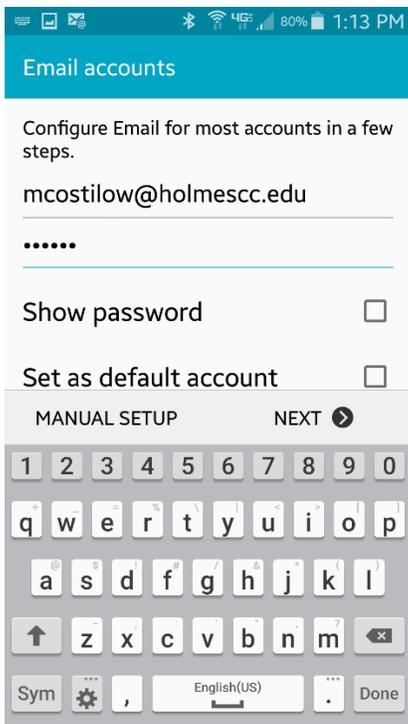


Now back to **Settings > Accounts > Add account**

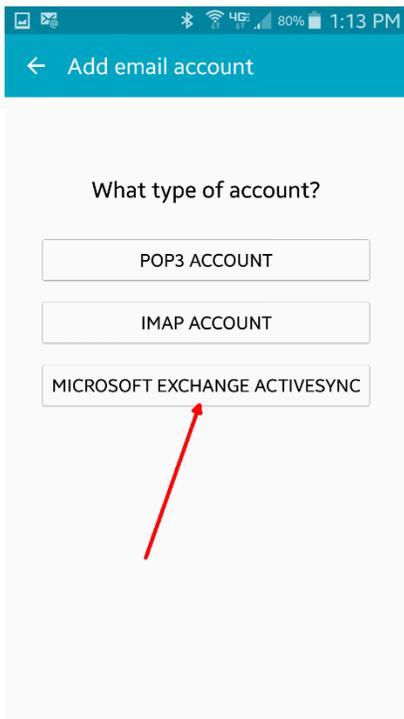




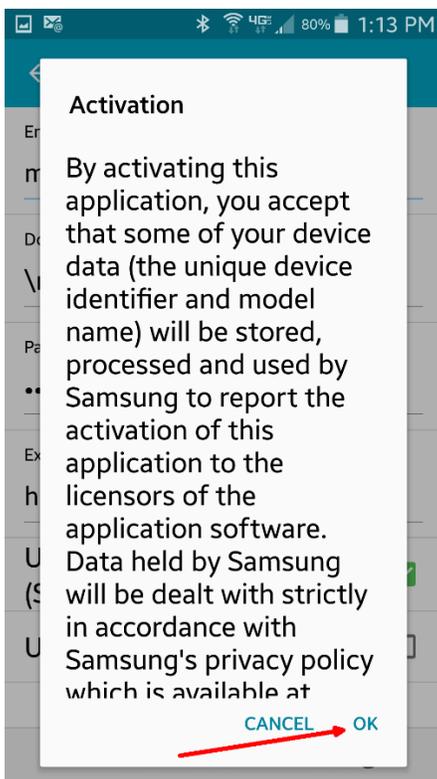
Choose **Email**



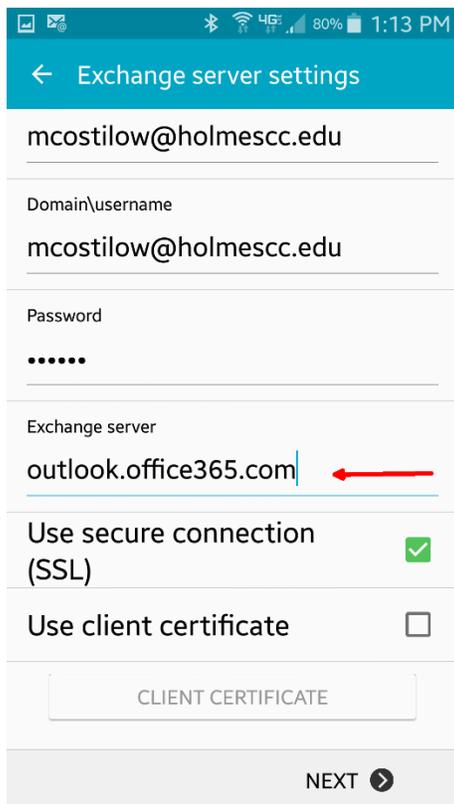
Enter your **Email Address** and **Password** > **Next**



Choose **Microsoft Exchange**



Tap **OK**



Exchange server settings

mcostilow@holmescc.edu

Domain\username
mcostilow@holmescc.edu

Password
.....

Exchange server
outlook.office365.com

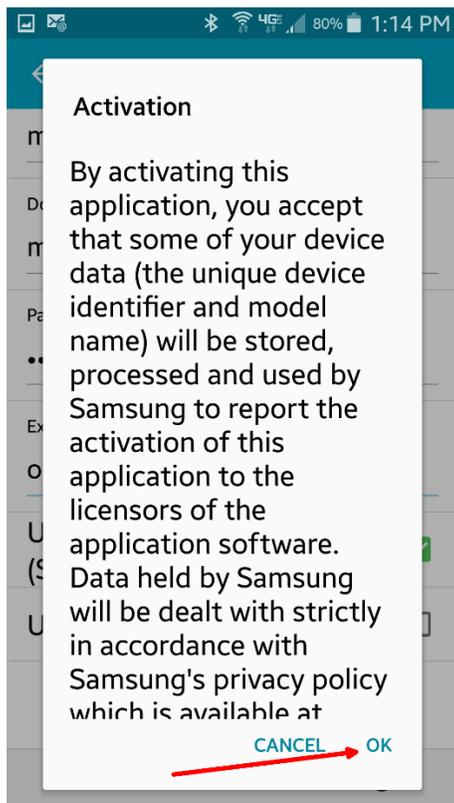
Use secure connection (SSL)

Use client certificate

CLIENT CERTIFICATE

NEXT

Enter **Full Email Address** for domain\username
Enter **outlook.office365.com** for Exchange Server
Tap **Next**
Tap **OK on Activation**



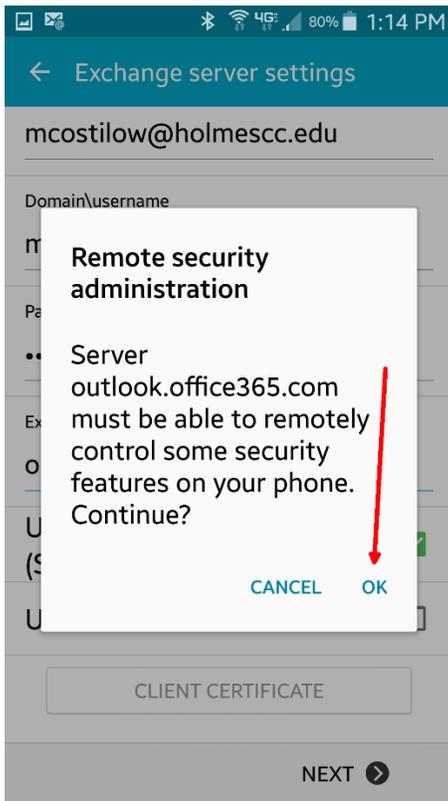
Activation

By activating this application, you accept that some of your device data (the unique device identifier and model name) will be stored, processed and used by Samsung to report the activation of this application to the licensors of the application software. Data held by Samsung will be dealt with strictly in accordance with Samsung's privacy policy which is available at

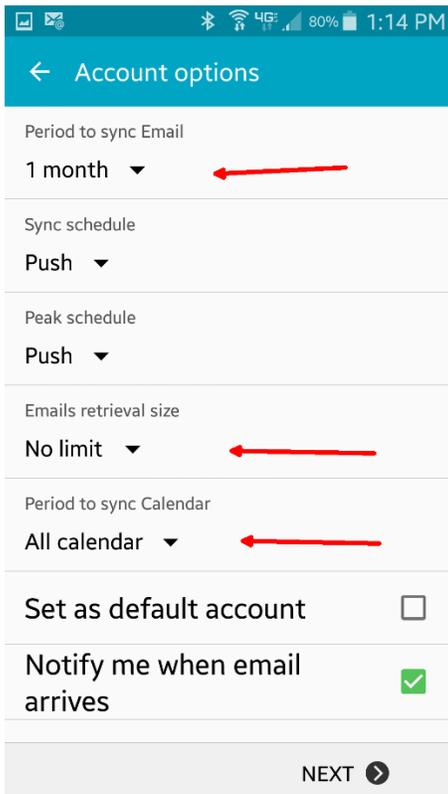
CANCEL OK

Tap **OK** on the remote security administration

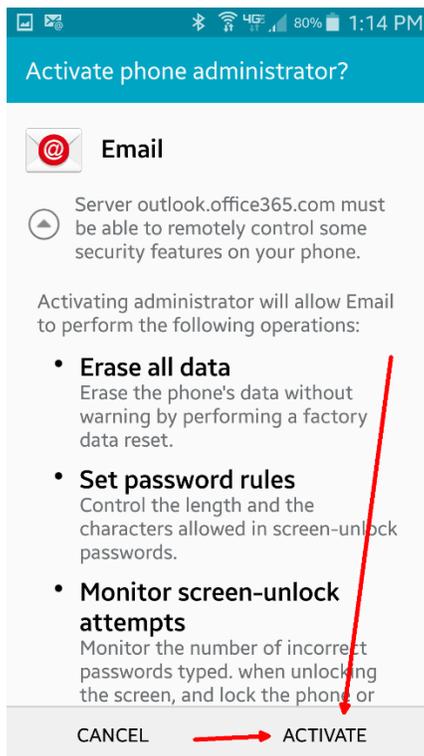
Tap **Next**



Optional Settings I choose



Tap **ACTIVATE**



Finish it with give it a description > tap next

