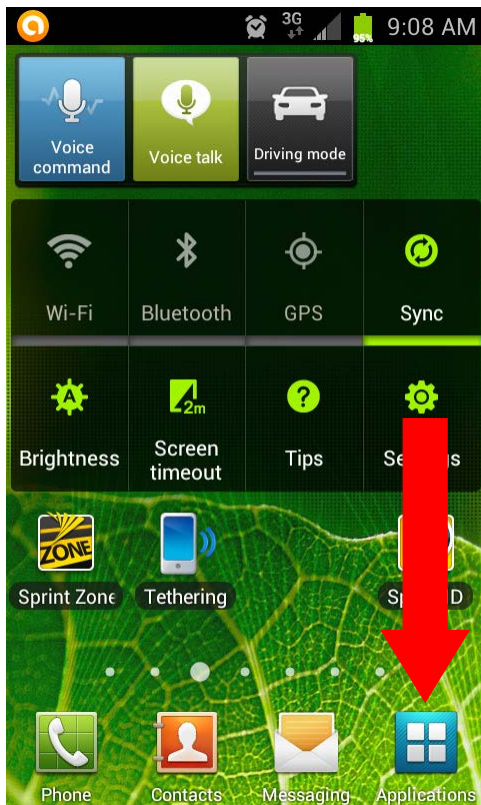




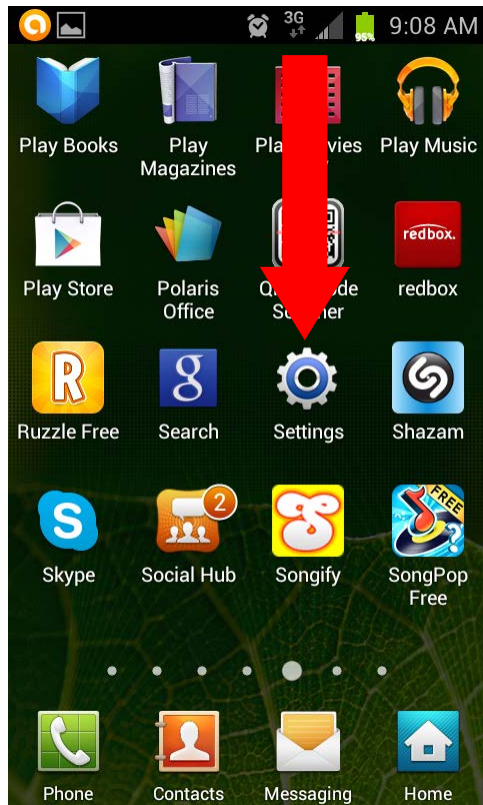
# iTech Helpdesk

## Setting Up Alumni E-Mail on Android

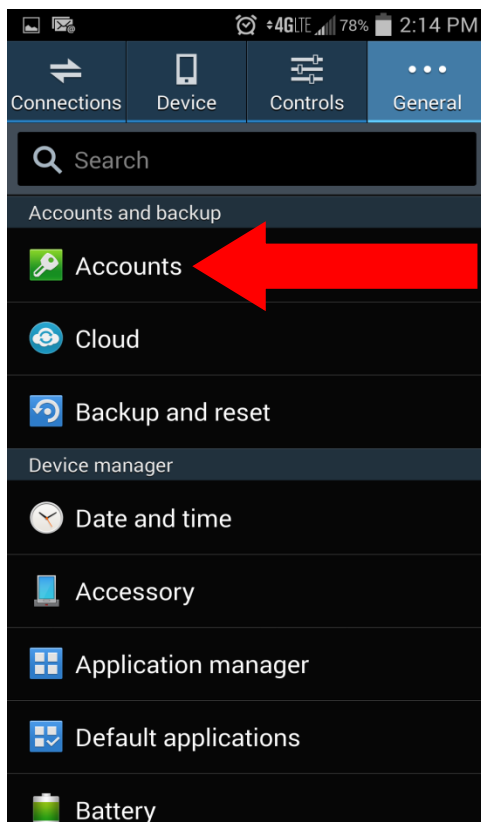
1. First, make sure your android device is turned on, unlocked and on your main screen. Select "Applications".



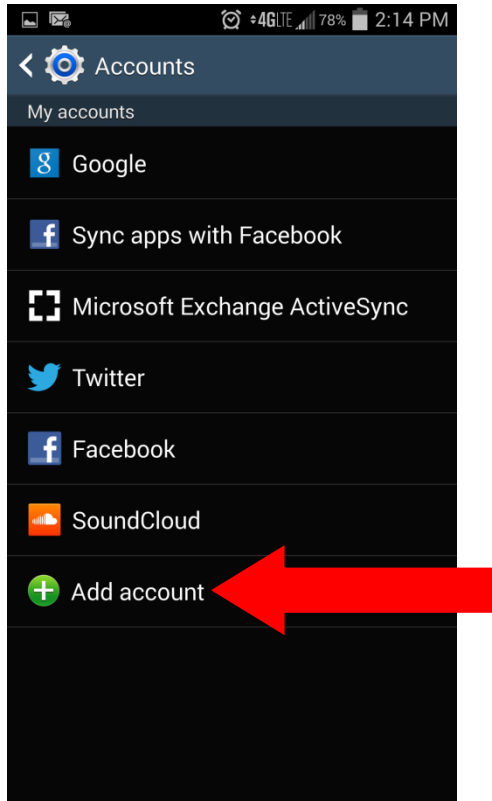
2. Look for the "Settings" icon and select it.



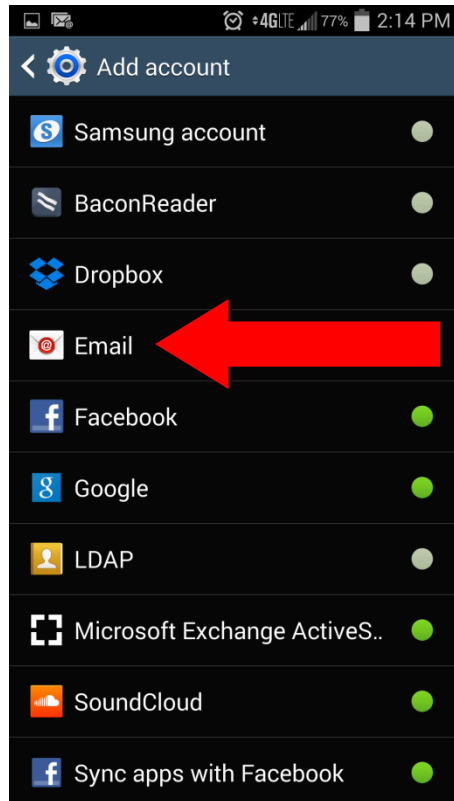
3. In your Settings, select, "Accounts".



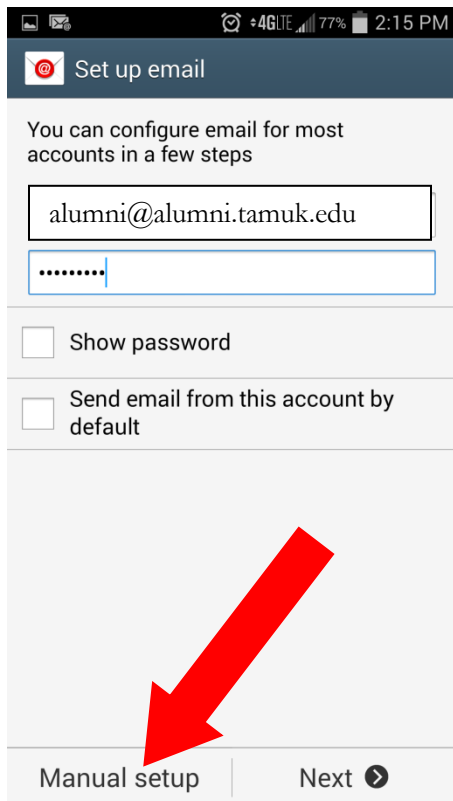
4. Near the bottom of the screen, you will see an, "**Add Account**" button. Select this button.



5. Scroll down to "**Email**". Select the Email icon.



6. On the next screen, enter your alumni e-mail address and password. You may have the options to send e-mail from this account by default or show your password. These options are your choice to select. Once you are finished, click on "**Manual Setup**".



Set up email

You can configure email for most accounts in a few steps

alumni@alumni.tamuk.edu

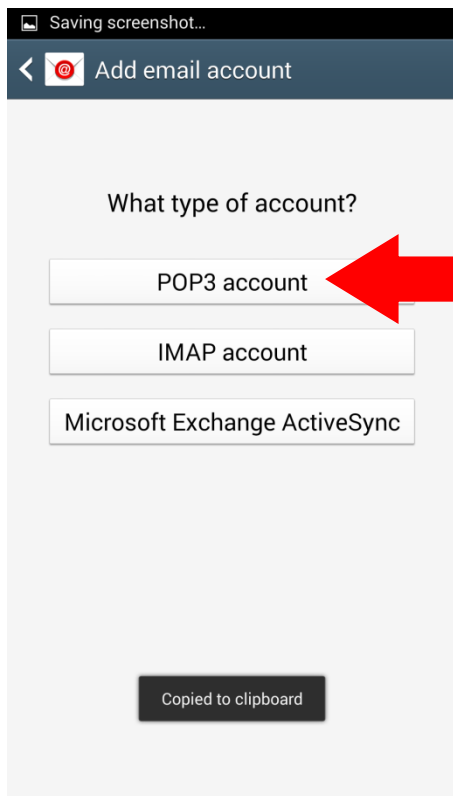
.....

Show password

Send email from this account by default

Manual setup | Next ➔

7. On the next screen select, "**POP3**".



Saving screenshot...

Add email account

What type of account?

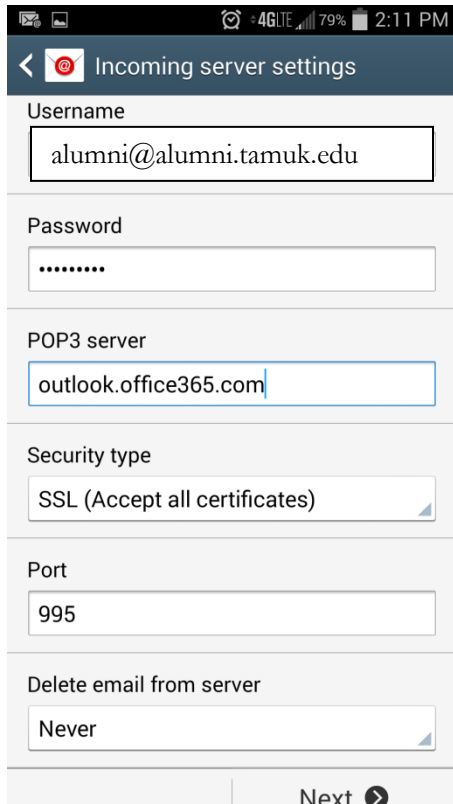
POP3 account

IMAP account

Microsoft Exchange ActiveSync

Copied to clipboard

8. The next screen will show your username as, "**first.last name**". Change this to read, "**first.last name@alumni.tamuk.edu**". On the POP3 server settings enter, "**outlook.office365.com**". The security type must be, "**SSL (accept all certificates)**". In addition, the port number must be, "**995**". You can also choose to delete email from server. We do not recommend choosing this option as you may accidentally delete something you need and at least a copy will remain in the email server. Select, "**Next**" to test your settings. If everything is correct, you will be taken to the following screen.



4G LTE 79% 2:11 PM

Incoming server settings

Username  
alumni@alumni.tamuk.edu

Password  
.....

POP3 server  
outlook.office365.com

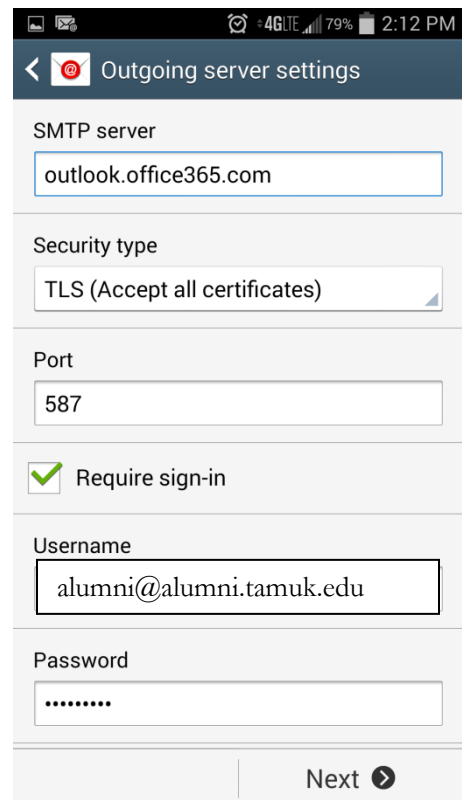
Security type  
SSL (Accept all certificates)

Port  
995

Delete email from server  
Never

Next

9. To setup your outgoing settings, enter, "**outlook.office365.com**". This is the exact same as the incoming server. For the security type, select, "**TLS (accept all certificates)**". Leave the other settings as they are and click next on the bottom of the screen. Once the test has verified all settings are correct, you will see additional settings on the following screen.



4G LTE 79% 2:12 PM

Outgoing server settings

SMTP server  
outlook.office365.com

Security type  
TLS (Accept all certificates)

Port  
587

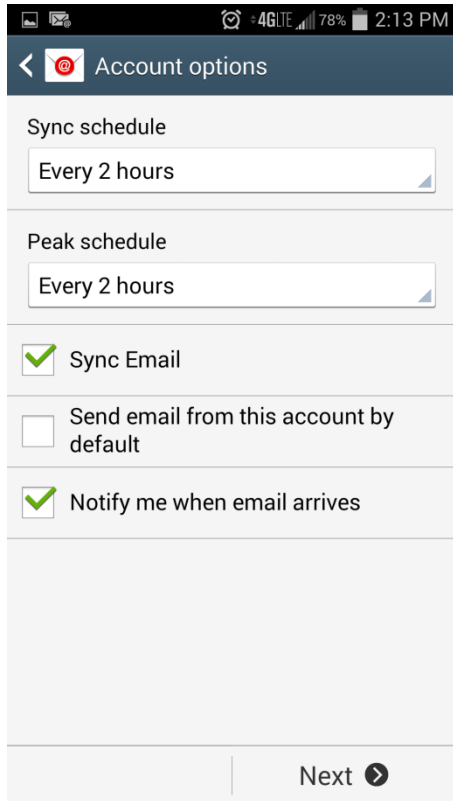
Require sign-in

Username  
alumni@alumni.tamuk.edu

Password  
.....

Next

10. You can change the frequency of email checking. You can also change if you would like to send email from your account by default or to notify you when email arrives. Click Next.



11. The last screen will give you the option to change your email account name. You change this to something you will easily recognize or leave it as default. You can also change your display name for outgoing e-mails. Click, "**Done**" to finish setting up your e-mail account.

