



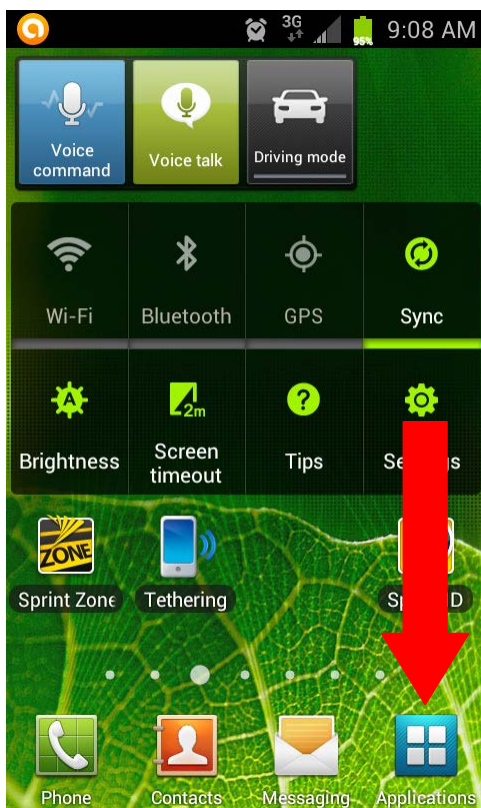
iTech Helpdesk

Setting Up Student E-Mail on Android

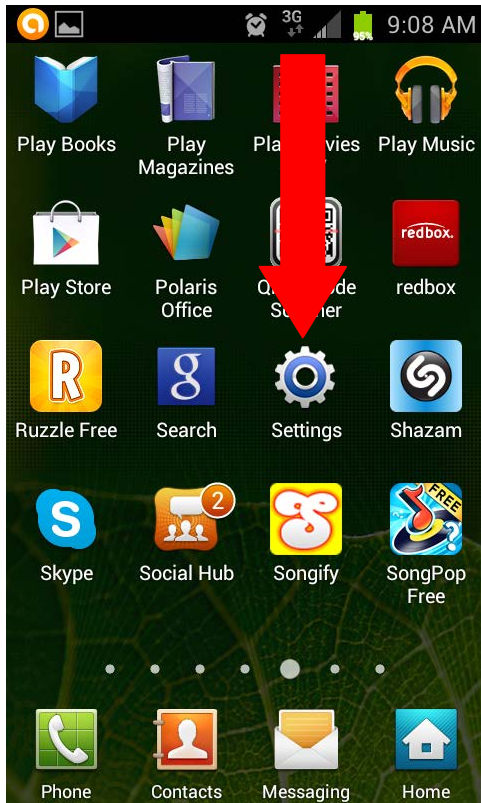
If you require any assistance with these instructions please call the Help Desk at 361-593-4357.

Instructions for All Students

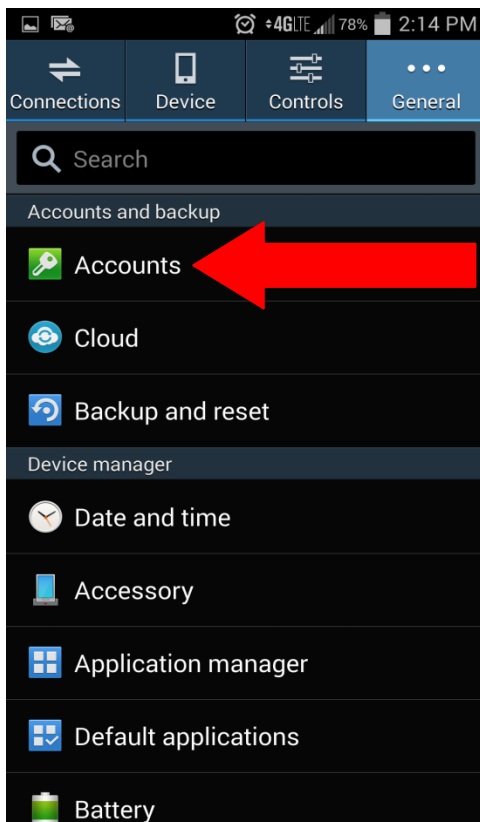
1. Select "Applications".



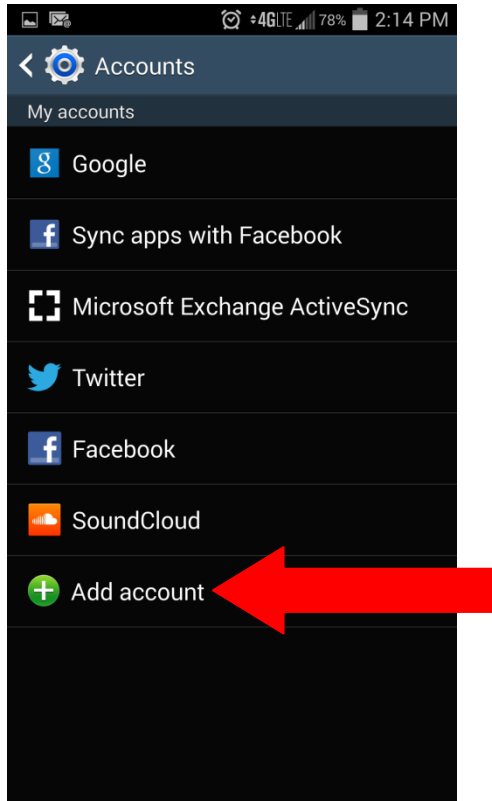
2. Click "Settings".



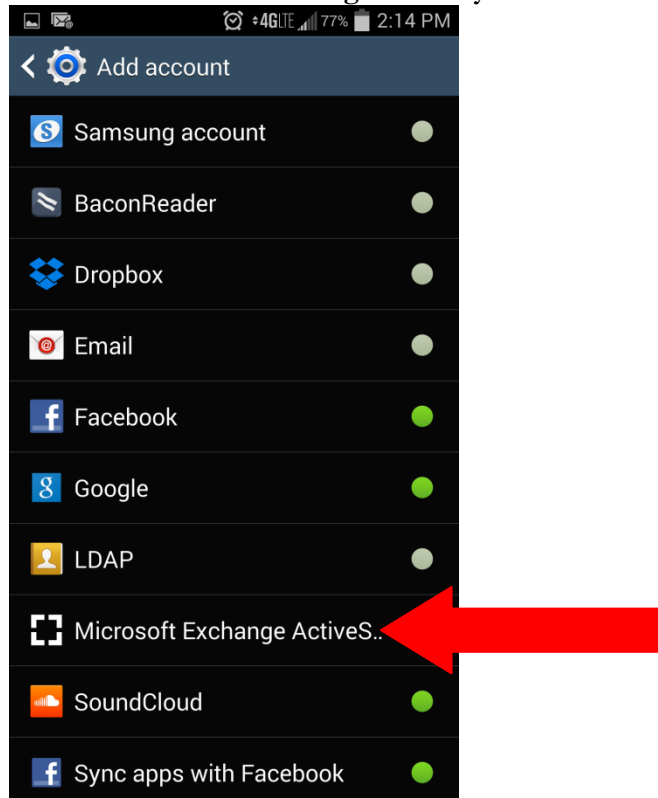
3. Under Settings, select, "**Accounts**". On some phones, it is located in the General tab.



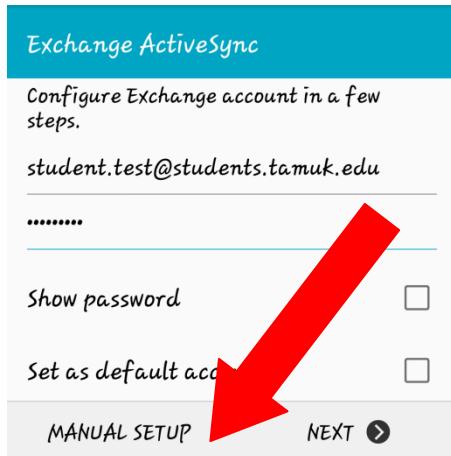
4. Click, "Add Account".



5. Select "Microsoft Exchange ActiveSync".



6. Enter your student e-mail address and password.
Click "Manual Setup".



Exchange ActiveSync

Configure Exchange account in a few steps.

student.test@students.tamuk.edu

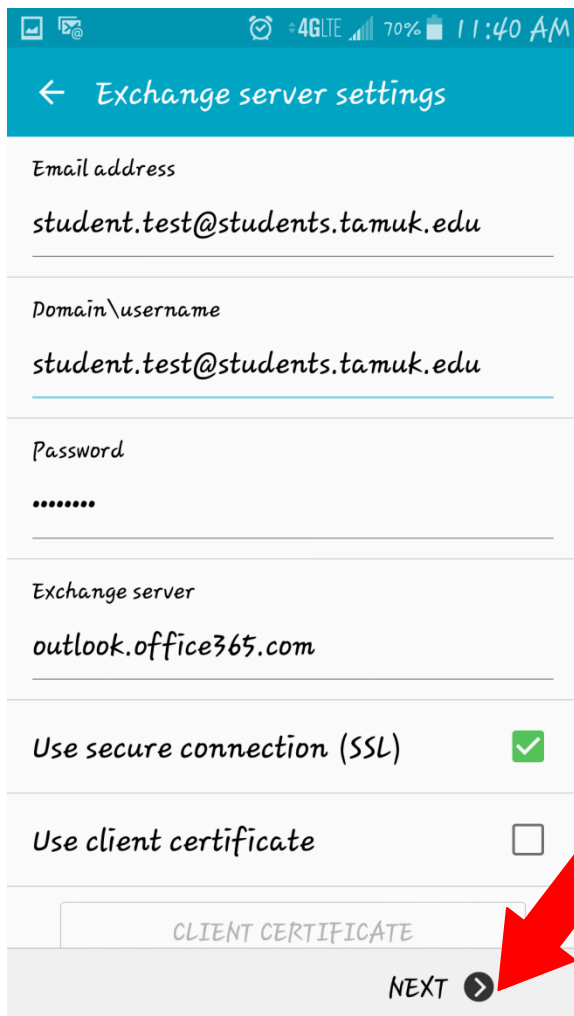
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Show password

Set as default account

MANUAL SETUP NEXT >

7. On the next screen:
Make sure your domain/username is the same as your email address.
The exchange server should read: outlook.office365.com
Your SSL secure connection should be checked.
Click "Next".



← Exchange server settings

Email address

student.test@students.tamuk.edu

Domain\username

student.test@students.tamuk.edu

Password

.....

Exchange server

outlook.office365.com

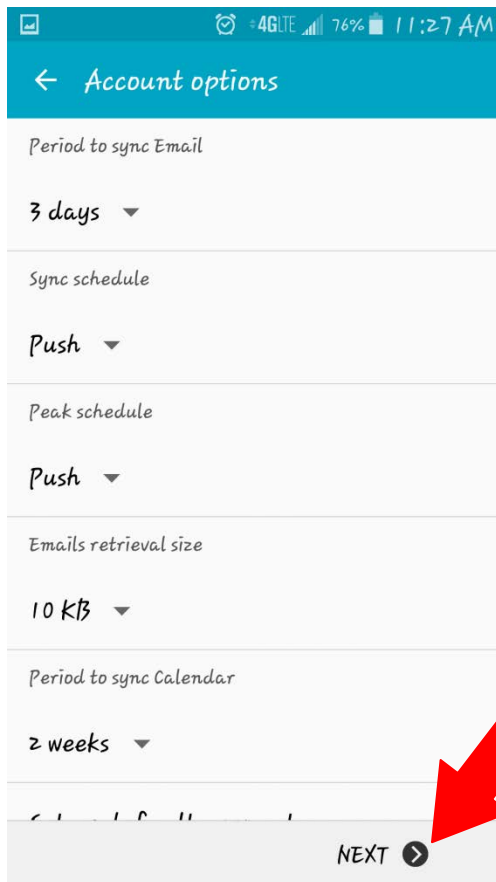
Use secure connection (SSL)

Use client certificate

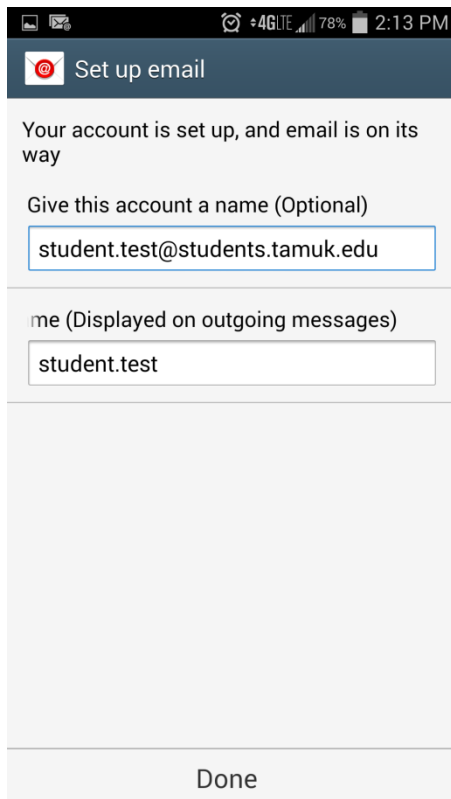
CLIENT CERTIFICATE

NEXT >

8. The next screen shows your account options. Please note: You can change the period to sync your e-mail to all. View your account options, then click, “Next”.



9. The last screen allows you to change your email account name. Click, "Done" to complete setup of your student e-mail account.



*Please note: When setting up your email we recommend using your cellular data. Only use wifi if cellular data is NOT applicable.