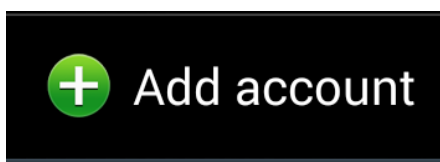


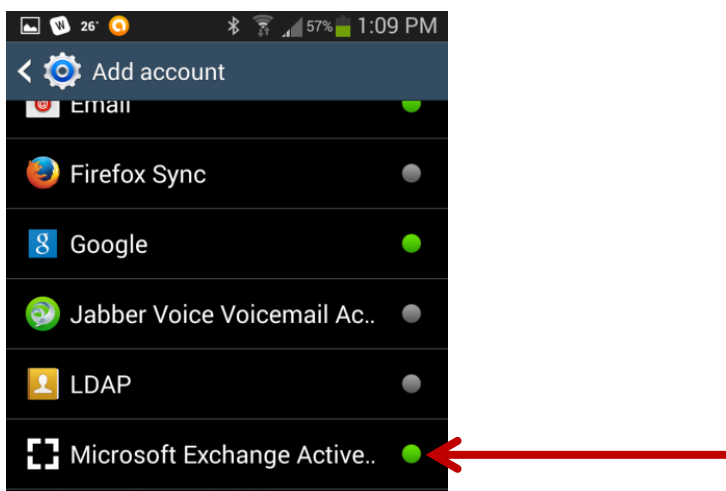
EMAIL SETUP ON ANDROID MOBILE DEVICE

IMPORTANT – Your email address has a separate password from your WTAMU portal account. If you are not able to login directly to email via <http://portal.microsoftoffice.com> please contact the IT Service Center and ask to have your **email-only password reset**. Please specify that you are only needing your email password reset when contacting the IT Service Center.

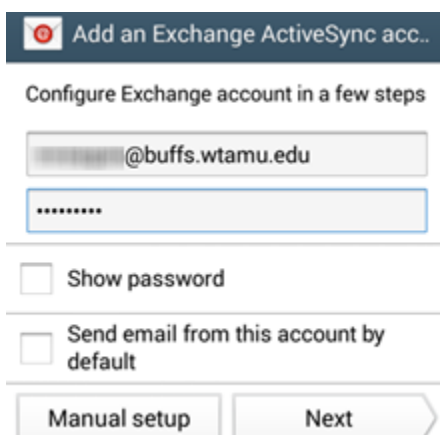
1. Enter settings and navigate to the Accounts area
2. Choose Add account:



3. If prompted for account type, choose Microsoft Exchange



4. Enter your email address and password, click next

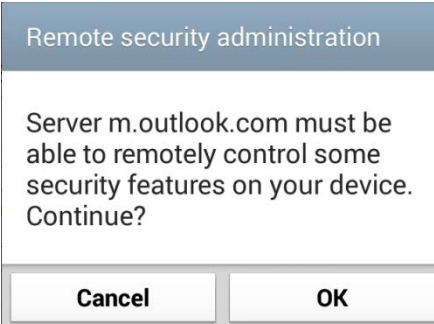


5. Change the username field to be your entire email address and change the server name to m.outlook.com



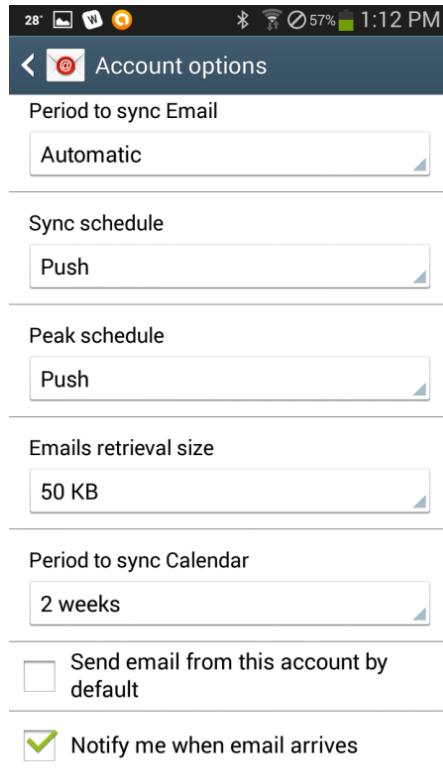
The screenshot shows the 'Exchange server settings' screen. It has a dark blue header with a back arrow and a red circle icon. Below the header are several input fields and checkboxes. The 'Email address' field contains a redacted name followed by '@buffs.wtamu.edu'. The 'Domain\username' field also contains a redacted name followed by '@buffs.wtamu.edu'. The 'Password' field is filled with seven dots. The 'Exchange server' field contains 'm.outlook.com'. There are two checkboxes: 'Use secure connection (SSL)' which is checked with a green checkmark, and 'Use client certificate' which is unchecked.

6. Click next.
7. Accept the security settings, if prompted:



The screenshot shows a dialog box titled 'Remote security administration'. The text inside reads: 'Server m.outlook.com must be able to remotely control some security features on your device. Continue?'. At the bottom of the dialog box are two buttons: 'Cancel' and 'OK'.

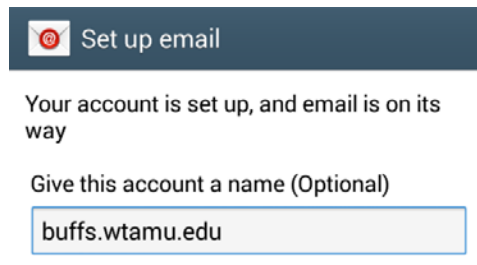
8. Configure the rest of the settings as you would like them:



A screenshot of an iPhone's 'Account options' settings screen. The status bar at the top shows 28° temperature, signal strength, Wi-Fi, Bluetooth, 57% battery, and 1:12 PM. The title bar is dark blue with a back arrow and an email icon, followed by the text 'Account options'. Below the title bar are several settings, each with a horizontal line separator below it:

- Period to sync Email:** A dropdown menu with 'Automatic' selected.
- Sync schedule:** A dropdown menu with 'Push' selected.
- Peak schedule:** A dropdown menu with 'Push' selected.
- Emails retrieval size:** A dropdown menu with '50 KB' selected.
- Period to sync Calendar:** A dropdown menu with '2 weeks' selected.
- Send email from this account by default:** An unchecked checkbox.
- Notify me when email arrives:** A checked checkbox with a green checkmark.

9. Name the account whatever you would like. Click Done.



A screenshot of an iPhone's 'Set up email' screen. The title bar is dark blue with an email icon and the text 'Set up email'. Below the title bar is the text 'Your account is set up, and email is on its way'. Underneath is the text 'Give this account a name (Optional)' followed by a text input field containing 'buffs.wtamu.edu'. A horizontal line is at the bottom of the screen.