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:

![Add account](image)

3. If prompted for account type, choose Microsoft Exchange

![Add account](image)

4. Enter your email address and password, click next

![Add an Exchange ActiveSync account](image)
5. Change the username field to be your entire email address and change the server name to m.outlook.com

6. Click next.

7. Accept the security settings, if prompted:
8. Configure the rest of the settings as you would like them:

- Period to sync Email: Automatic
- Sync schedule: Push
- Peak schedule: Push
- Emails retrieval size: 50 KB
- Period to sync Calendar: 2 weeks
- Send email from this account by default: unchecked
- Notify me when email arrives: checked

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

- Give this account a name (Optional): buffs.wtamu.edu