Set up email for Android mail app

Manual configuration

1. Open your **Settings** app.

![Settings](image)

2. Choose **Accounts and backup** (or **Cloud and accounts** depending on your version of Android).

![Accounts and backup](image)

3. Choose **Accounts** and then scroll down to **Add Account**.

4. Select **Microsoft Exchange ActiveSync**.

![Microsoft Exchange ActiveSync](image)

5. Enter your University email address and password and then choose **Manual setup**.

![Manual setup](image)
6. Enter your University email address in the Domain\username box, and change the Exchange server to outlook.office365.com

7. Choose Sign in to complete the set up.