Adding SPC email to Android Devices.

1. Tap **Settings > Accounts > Add account > Email**.

2. Type your full email address, for example lastname.firstname@spcollege.edu, type your password, and then tap **Next**.

3. Select the **Exchange** option.
4. You might receive a message about additional security features. Select **OK** to continue.

Remote security administration

Server outlook.office365.com must be able to remotely control some security features on your device. Continue?

**CANCEL**  **OK**

5. Once the device verifies the server settings, the **Account Options** page opens. Accept the defaults or select the options for how you want to receive and send your mail, and then tap **Next**. (You may need to scroll down to see **Next**.)

6. On the **Set up email** page you can change the name of your account. When you’re finished tap **Done**.

   If you synced your calendar and contacts in step 5 you can go to those apps on your phone to view any items that might be there. If you synced tasks as well, you should see them in the calendar app on your device. It might take a few minutes for everything to sync.

   If your device can’t connect make sure you typed your email address and password correctly and try again. If you still can’t connect try setting it up manually following the steps below.

**Manual set up**

1. Tap **Settings** > **Accounts** > **Add account** > **Email**.
2. Type your full email address, for example lastname.firstname@spcollege.edu type your password, and then tap Next.
4. Review the settings on the Exchange server settings page and update if necessary.
   o Email Make sure your full email address is in this box, for example, lastnam.firstname@spcollege.edu.
   o Domain\Username Type your full email address in this box, for example, lastname.firstname@spcollege.edu. If Domain and Username are separate text boxes in your version of Android, leave the Domain box empty, and type your full email address in the Username box.
   o Password Use the password that you use to access your SPC account.
   o Exchange Server The server name for Office 365 for business is outlook.office365.com.
   o Make sure the Use secure connections (SSL) box is checked.
5. Tap **Done**.
6. You might receive a message about additional security features. Select **OK** or **Activate** to continue.
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CANCEL   OK

7. Accept the defaults or make changes for how you want your account to sync on your device. When you’re finished, swipe to the bottom and tap Next.

8. On the Set up email page you can change the name of your account. When you’re finished tap Done.

If you synced your calendar and contacts in step 7 you can go to those apps on your phone to view any items that might be there. If you synced tasks as well, you should see them in the calendar app on your device. It might take a few minutes for everything to sync.