How to Sync your Android to the Student Email System

1. From your Android device menu, select *Settings*.

2. Scroll down the *Settings* screen and select *Add account* under the *Accounts* section.
3. Select *Microsoft Exchange* from the list of email providers.

4. Enter your student email address and password and click the *Next* button.
5. Enter the Exchange server name `m.outlook.com`. Verify that the `Use secure connection` option is checked and click the `Next` button.

6. Depending on your device, you may receive an `Activation` message such as below. Click the `OK` button.
7. You may also receive a *Remote security administration* message as below. Click the **OK** button.

8. Select which items you would like to sync between your device and student email account. **Do not sync your Contacts.**
9. Enter a description for your email account and then click the **Done** button. You have completed setting up your email account.