

Setting Up Employee Email for Android

1. Select Settings > Account > Add Account
2. Select Microsoft Exchange Active Sync (the icon is blue)
3. Populate fields as follows:
 - Email: {firstname.lastname}@helenacollege.edu
 - Password: {insert password}
4. Select Set Up Manually
 - Email: {leave it as is}
 - Server: outlook.office365.com
 - Domain: {Leave Blank}
 - Username: {NetID}@helenacollege.edu
5. Select Next and it should find the server and allow you to choose your email settings.

Tips for Email Settings

- Email checking frequency – The default value is Automatic (push). When you select this option, email messages will be sent to your phone as they arrive. We recommend selecting this option only if you have an unlimited data plan.
- Amount to synchronize – This is the amount of mail you want to keep on your mobile phone. You can choose from several options, including one day, three days, and one week.
- Notify me when email arrives – If you select this option, your mobile phone will notify you when you receive new email messages.
- Sync contacts from this account – If you select this option, your contacts will be synchronized between email to others.

Select Done to complete the email setup and start using your account.

Note: You may need to wait ten-to-fifteen minutes after you set up your account before you can send or receive email.