

Set up email in Android

Logon Details

Email Address: ABC12345678@students.wnc.ac.uk

Password: The password you use to log into college computers

User Name: ABC12345678@students.wnc.ac.uk

Domain: westnotts.ac.uk

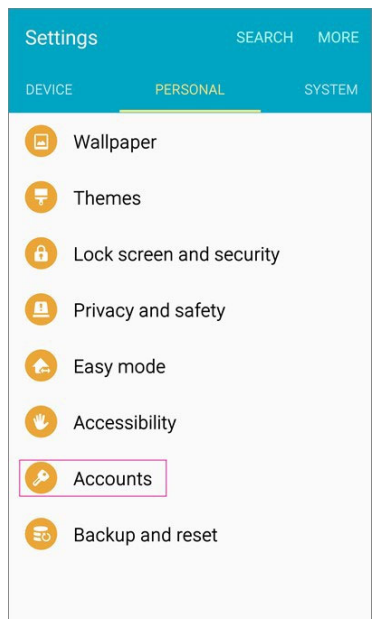
Server: outlook.office365.com

[Video to setup Mobile phone](#)

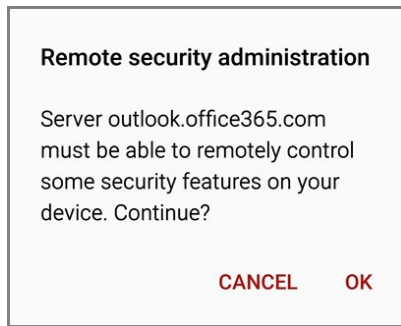
Set up email with the built-in Android email app

Note: Android mail apps may look different across different devices, and the directions given may not exactly match the options that you see. Use these steps as a guide or consult the manufacturer's help for your particular device. You can also choose to use the built-in Gmail app if your Email app is not available.

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



2. Type your full email address, for example tony.smith@wnc.ac.uk, type your password, and then tap **Next**.
3. Select the **Exchange** option.
4. Depending how the Office 365 administrator in your organization set up your account, you might receive a message about additional security features. Select **OK** to continue.



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 following the Manual Setup below.

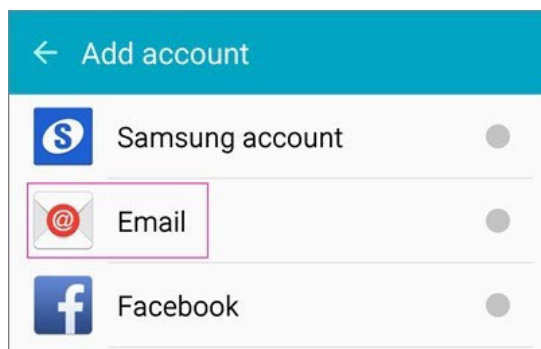
Set up email with Manual Setup on Android

If you are unable to set up your email account with the above steps because your Android device is incompatible with the Outlook mobile app or the options for the built-in mail app are not working, try manual setup. If you continue to experience problems, see [Troubleshoot email setup on mobile](#).

Set up your email address manually

In order to complete the manual set up process, you may need information from your email provider.

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



2. Type your full email address, for example `tony.smith@wnc.ac.uk`, type your password, and then tap **Next**.

3. Select **Manual**.

4. Review the settings on the **Exchange server settings** page and update if necessary.

o **Email**

Make sure your email address is in this box, for example, tony.smith@wnc.ac.uk

o **Domain\Username**

Type your full email address in this box, for example, SMI101101@westnotts.ac.uk. 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 **Email** box.

o **Password**

Use the password that you use to access your 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.

← Exchange server settings

Password
.....

Show password

Exchange server
outlook.office365.com

Use secure connection (SSL)

Use client certificate

CLIENT CERTIFICATE

NEXT >

5. Tap **Done**.

6. Depending how the Office 365 administrator in your organization set up your account, you might receive a message about additional security features. Select **OK** or **Activate** to continue.

Remote security administration

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

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.

Set up email in the Outlook for Android app

Stay in touch with friends, family, and coworkers using the Outlook for Android mobile app. Send and receive email, manage your calendar, and much more.

Set up Office 365 email in Outlook for Android

1. Open Outlook for Android on your device. Tap **Settings > Add Account > Add Email Account**.
2. On the Add Account page, enter your email address and tap **Continue**.

In most cases, Outlook will be able to automatically detect your email provider and configure your account for you. *If you're prompted to choose your account type, choose Office 365 from the icons shown.*

3. Enter your password and **sign in** to connect your account. You may also be asked to enter a name and description of your account.
4. If you are prompted to enter additional details such as server settings,

	Server name	Port	Requires SSL (TLS)
Incoming Mail (IMAP) Server:	outlook.office365.com	993	Yes
Incoming Mail (POP) Server:	outlook.office365.com	995	Yes
Outgoing Mail (SMTP) Server:	smtp.office365.com	587	Yes

NOTE: If you set up your email using IMAP or POP settings, your calendar will not sync

5. Outlook for Android may request access to info like your calendar and contacts. Tap **Yes** or **Allow** to grant these permissions. If your organization has set up security policies for you, tap **Activate**.

You are now ready to use Outlook for Android!

Logon Details

Email Address: **Firstname.lastname@wnc.ac.uk**

Password: **The password you use to log into college computers**

User Name: **LAS012345@westnotts.ac.uk**

Domain **westnotts.ac.uk**

Server: **webmail.ac.uk**