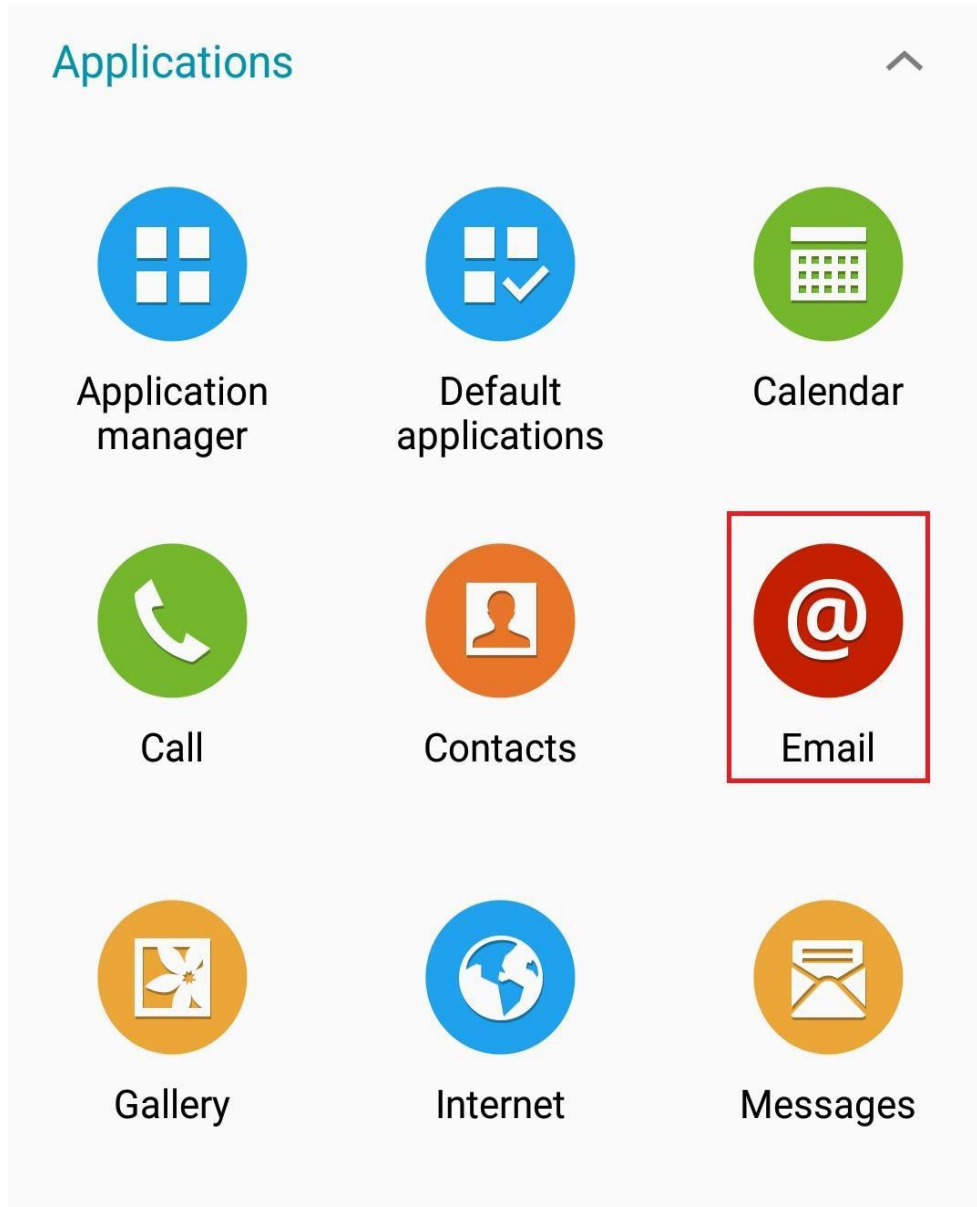


## Instruction to setup Outlook on Android device

 Use the built-in Android mail app

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



2. Type your Full **email address** and **password**, then tap **Next**

**Email Address Format:**

For Faculty/staff: [firstname.lastname@cnsu.edu](#) (example: [joe.test@cnsu.edu](#))

For Student: [firstname.lastnameXXXX@cnsu.edu](#)

(example: [joe.test1234@cnsu.edu](#))

Email accounts

Select an existing account or add a new one in a few simple steps.

Select existing account ▼

Enter sign-in details

Show password

MANUAL SETUP

NEXT ➔

3. Tap **Microsoft Exchange ActiveSync**.

← Add email account

What type of account?

POP3 ACCOUNT

IMAP ACCOUNT

MICROSOFT EXCHANGE ACTIVESYNC

4. If your device can't connect to server automatically, update the following account information manually.

- Email Address: Your full email address
  - For faculty/staff: **firstname.lastname@cnsu.edu**
  - For Student: **firstname.lastnameXXXX@cnsu.edu**
- Domain\Username
  - For Faculty/staff: **cnsu\first.lastname**
  - For Student: **cnsu\studentID**
- Password: **outlook password**
- Exchange Server: **Mail.cnsu.edu**
- Make sure the Use secure connection (SSL)checkbox is checked, then tap Next

The screenshot shows the 'Exchange server settings' screen. The title bar is teal with a back arrow and the text 'Exchange server settings'. Below the title bar are several sections, each with a label and an input field or checkbox. Red boxes highlight the following elements: the 'Email address' input field, the 'Domain\username' input field (with 'cnsu\' pre-filled), the 'Password' input field (with dots), the 'Exchange server' input field (with 'mail.cnsu.edu' pre-filled), and the 'NEXT' button at the bottom right. The 'Use secure connection (SSL)' checkbox is checked with a green checkmark. A 'CLIENT CERTIFICATE' section is visible at the bottom but is disabled.

← Exchange server settings

Email address

Domain\username

Password

Show password

Exchange server

Use secure connection (SSL)

Use client certificate

CLIENT CERTIFICATE

NEXT ➔

5. You can Sync your **email, contacts, calendar** and **task**. When you're finished, tap **Next**

← Account options

Period to sync Calendar  
2 weeks ▼

Notify me when email arrives

Sync Email

Sync Contacts

Sync Calendar

Sync Task

Sync text messages

Auto download attachments   
Automatically download attachments when connected to a Wi-Fi network.

NEXT ➔

6. If prompted, Tap **Activate** to activate device administrator, then you're finished!!!

## Activate device administrator?

### Email

Server mail.cnsu.edu must be able to remotely control some security features on your device.

Activating administrator will allow Email to perform the following operations:

- **Erase all data**  
Erase the phone's data without warning by performing a factory data reset.
- **Set password rules**  
Control the length and the characters allowed in screen-unlock passwords.
- **Monitor screen-unlock attempts**  
Monitor the number of incorrect passwords typed. when unlocking the screen, and lock the phone or erase all the phone's data if too many incorrect passwords are typed.
- **Lock the screen**  
Control how and when the screen locks.
- **Set lock-screen password expiration**

CANCEL

ACTIVATE