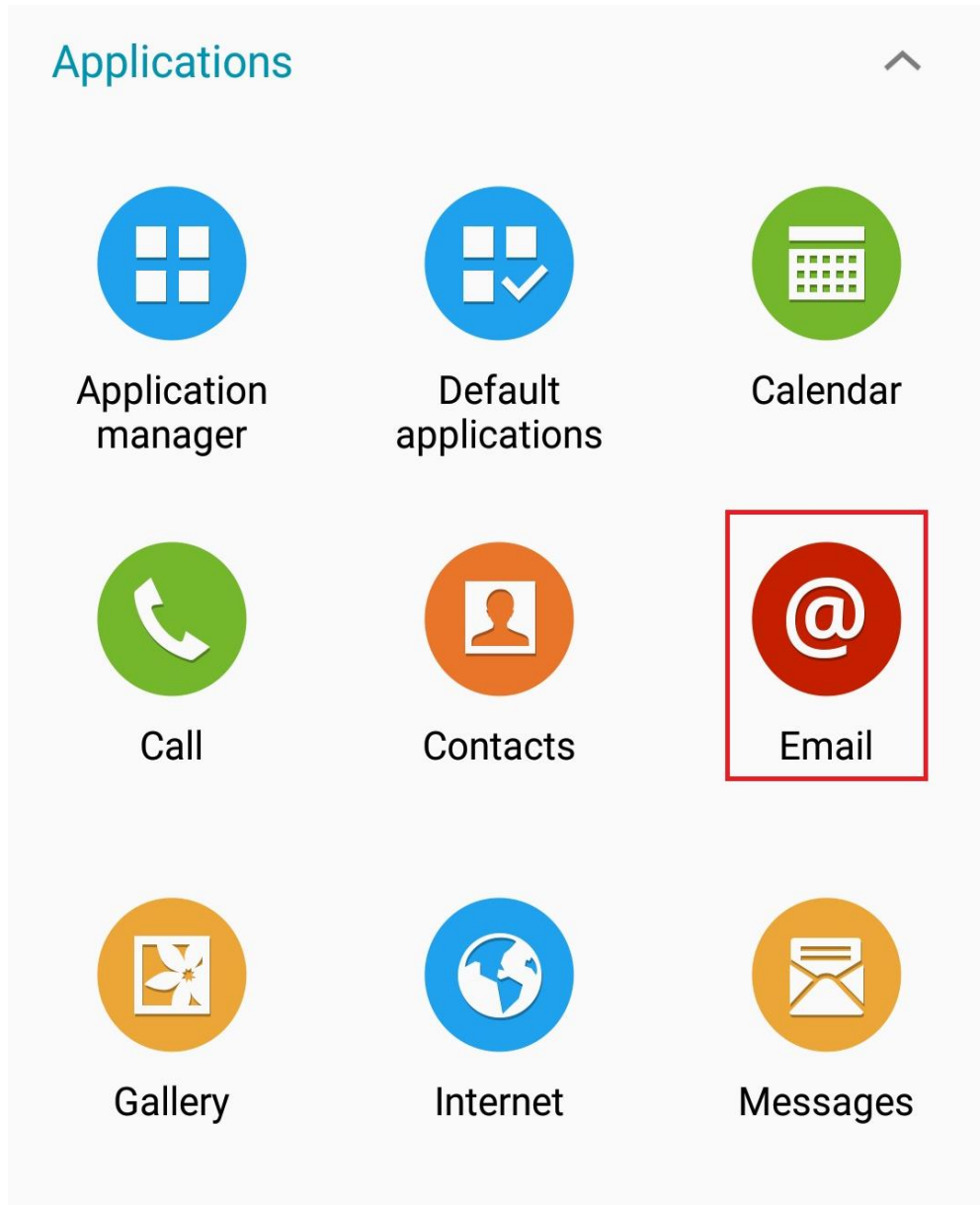


## Instruction to setup Outlook on Android device



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 accounts

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

Select existing account ▼

Enter sign-in details

hoa.huynh@cnsu.edu

.....

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 example: **firstname.lastname@cnsu.edu**
- **Domain\Username:** **CNSU\Firstname.Lastname**
- **Password:** Your LAN 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. At the top is a blue header with a back arrow and the text 'Exchange server settings'. Below the header are several input fields and checkboxes, each with a red rectangular box around it. The fields are: 'Email address' containing 'hoa.huynh@cnsu.edu', 'Domain\username' containing 'cnsu\hoa.huynh', 'Password' containing a series of dots, 'Exchange server' containing 'mail.cnsu.edu', and 'CLIENT CERTIFICATE' which is a disabled field. There are also two checkboxes: 'Show password' (unchecked) and 'Use secure connection (SSL)' (checked with a green checkmark). At the bottom right, there is a 'NEXT' button with a right-pointing arrow, also highlighted with a red box.

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