Configure Faculty/Staff Outlook on Android Device

1. Touch Apps and Touch Settings.

2. Scroll to touch Accounts.
3. Touch **Add account**.

4. Touch **Microsoft Exchange Active Sync**.
5. Enter your school email address (e.g., jsmith@mcdaniel.edu). Then touch **Password** and enter your email account password.

6. Touch **Manual Setup**

7. Touch **Domain/ user name** and enter:
campus\username (e.g., campus\jsmith)

8. Scroll to and touch **Exchange server** and enter the server address which is **mail.mcdaniel.edu**. Select check box for Use secure connection (SSL)
9. Touch **Next**, then **OK**.

10. Wait while the phone verifies the account information, then Touch **OK**.
11. Scroll down and touch **Next** (Some options will be pre-selected. You can change any of the displayed options before proceeding).

12. Touch **Activate**.
13. Edit the account name if desired and Touch Done.

14. The email account has been added. To view the email account, press the Home button.
15. Touch **Apps** and then **Email**.

16. Your email will sync to your phone.
No emails

You may have emails that have not yet been retrieved from the server.