Faculty/Staff email (Cloud) Setup on an Android

Faculty/Staff email (Cloud) Android Version 4.1.2 Syncing

For Android version 4.1.2, use the following instructions. For all previous versions, please follow the IMAP instructions on page 2. The menus may vary depending upon Android Version.

1. From the **Applications** menu, select **Email**. This application may be named **Mail** on some versions of Android.

2. Type your full email address, for example FirstName.LastName@tamucc.edu, and your Island ID password, and then select **Next**.

3. Select **Exchange account**. This option may be named Exchange ActiveSync on some versions of Android**.**

4. Enter the following account information and select **Next.**

   NOTE: On some versions of Android, you must use the domain\username format. For example, if your email address is FirstName.LastName@tamucc.edu, type TAMUCC\FirstName.LastName@tamucc.edu. Your username is your full email address

   - **Domain\Username** Type your full email address, FirstName.LastName@tamucc.edu in this box.
     If **Domain** and **Username** are separate text boxes in your version of Android
     a. Leave the Domain box empty and
     b. Type your full email address in the Username Box, FirstName.LastName@tamucc.edu
   - **Password** Use the password that you use to access your Island ID account.
   - **Exchange Server** Use **outlook.office365.com** for your server name.

5. Select **Next** and then type a name for this account and the name you want displayed when you send e-mail 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 e-mail.

Faculty/Staff email (Cloud) Setup on an Android

Set up IMAP email on an Android

1. From the home screen, tap Applications > Settings > Accounts & sync > Add account > Manual setup.

2. On the Incoming settings screen, in the Protocol drop-down menu, select IMAP.

3. In the Email address and Username text boxes, type your full e-mail address, for example FirstName.LastName@tamucc.edu, and your Island ID password, and then select Next. Your user name is the same as your e-mail address.

4. In the Password text box, enter your Island ID password.

5. In the IMAP server text box, enter **outlook.office365.com**.

6. In the Security type select **SSL Encryption or SSL (Accept All Certificates)** and enter **Port 993**

7. On the Outgoing server settings screen, the Login required option should be selected for you and the FirstName.LastName@tamucc.edu and Password text boxes should be filled in.

8. In the SMTP server text box, enter the SMTP server name. The SMTP server name is **smtp.office365.com**.

9. In the Security type Select **TLS Encryption or TLS (Accept All Certificates).** Enter **Port 587**.

10. In the Account name, text box, enter a name your account (for example "Office 365 email" or "Work email). In the Your name text box, enter the name you want displayed when you send e-mail to others (for example "Tony Smith") and then select Finish Setup.

Faculty/Staff E-mail IMAP Settings

Outgoing Server –

Server: smtp.office365.com

Port: 587 TLS or TLS (Accept All Certificates)

User Name: FirstName.LastName@tamucc.edu

Incoming Server –

Server: outlook.office365.com

Port: 993 SSL or SSL (Accept All Certificates)

User Name: FirstName.LastName@tamucc.edu