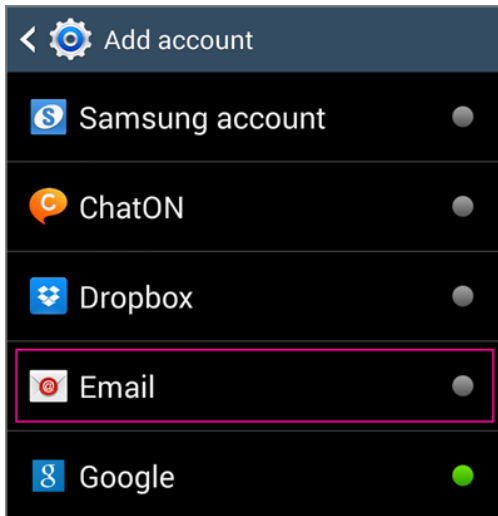


1. Tap **Settings** > **Accounts** > **Add account** > **Email**. This application might be named **Mail** on some versions of Android.



2. Type your full email address, t.employee@moreheadstate.edu for example, type your password, and then tap **Next**.
3. Select **Exchange**.
4. If prompted, accept the defaults on the **Exchange server settings** page, and tap **Next**. If your device can't connect, add the following account information, and then select **Next**.
  - **Email** Make sure your full email address is in this box, for example, t.employee@moreheadstate.edu.
  - **Domain\Username** Type your EagleID@moreheadstate.edu in this box, for example, m0123456@moreheadstate.edu. If **Domain** and **Username** are separate text boxes in your version of Android, leave the **Domain** box empty, and type your

m0123456@moreheadstate.edu address in the **Username** box.

- **Password** Use the password that you use to access your on line account.
  - **Exchange Server** The server for Office 365 for business is **outlook.office365.com**.
  - **Use secure connections (SSL)** Make sure this box is checked.
  - 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. Select the options for how you want to receive your mail, and then tap **Next**. (You may need to scroll down to see **Next**.)
6. You may see an **Activate device administrator?** page, select **Activate**.

Change the account name if you want, and then tap **Done**.