Android Student/Employee Email Setup

You will need an Android device and your student or employee email login information.

1: Open your Email app. On some devices it may be called Mail instead.

Enter your email address (which is your StarID@metrostate.edu) and your StarID password.

2: For the type of account, choose Microsoft Exchange ActiveSync.

What type of account?

- POP3 account
- IMAP account
- Microsoft Exchange ActiveSync

3: If a security warning like this one appears, tap Continue.

Then, if another message like the one below appears, tap Edit details.

If neither message appears, ignore this step and continue to Step 4.

Turn page over →
4: Fill in your account information. (Replace ab1234cd with your StarID.)

- Email address
  ab1234cd@metrostate.edu
- Domain\username
  \ab1234cd@metrostate.edu
- Password
  ********
- Exchange server
  [See server info below]

   - Use secure connection (SSL)

For Exchange server:
- Students use outlook.office365.com
- Faculty use webmail.metrostate.edu

NOTES:
- If the domain and username fields are separate, leave the domain field empty and type your full email in the username field.
- When domain and username are in the same field as shown above, remember to include the backslash.

5: If a security warning like this one appears, tap OK.

There may be additional security prompts depending on your device. Accept them as needed.

6: Choose your account options, like how often to sync emails and how notifications will work.

   - Period to sync Email
     1 week
   - Sync schedule
     Push
   - Peak schedule
     Push
   - Emails retrieval size
     50 KB
   - Period to sync Calendar
     2 weeks
   - Notify me when email arrives.
   - Sync Email

When you are finished, your email will sync. This may take several minutes. Set a name for your account when prompted, then you’re done!

For more help: bit.ly/1iBlEXt