To set up UWS email on an Android device

1. from the **Applications** menu, select **Email** (this may be named Mail on some versions of Android)

2. type your full UWS email address and your normal computer password, then select **Next**

3. select **Exchange account** (this option may be Exchange ActiveSync on some versions of Android)

4. enter the following account information and select **Next** :

   - **Domain\Username**
     type your full UWS email address in this box – if **Domain** and **Username** are separate text boxes in your version of Android, leave the **Domain** box empty and type your full UWS email address in the **Username** box

   - **Password**
     use your normal computer password

   - **Exchange Server**
     use **outlook.office365.com** for your server name

   Note – on some versions of Android, you must use the **domain\username** format so you would need to enter a domain of uws-staff – slash – your full UWS email address – for example, **uws-staff\firstname.lastname@uws.ac.uk**

5. As soon as your phone verifies the server settings, the Account Options screen displays. The options available depend on the version of Android on your device. The options may include the following:

   - **Email checking frequency**
     the default value is Automatic (push) – when you select this option, email messages will be sent to your phone as they arrive (we recommend only selecting this option if you have an unlimited data plan)

   - **Amount to synchronize**
     this is the amount of mail you want to keep on your mobile phone – you can choose from several length options, including One day, Three days, and One week

   - **Notify me when email arrives**
     if you select this option, your mobile phone will notify you when you receive a new email message

   - **Sync contacts from this account**
     if you select this option, your Contacts will be synchronized between your phone and your account

6. you may see a message to say that the server must be able to control some security features – click **Activate** to continue

7. select **Next** and type a name for this account and the name you want displayed when you send e-mail to others

8. 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