



ASSUMPTION COLLEGE

A Catholic College founded by the Augustinians of the Assumption

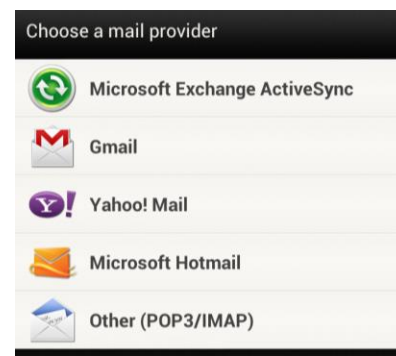
Department of Information Technology & Media Services

How to add your Assumption email account to your Android Device

Please keep in mind when setting up your account on an Android device that your device may look slightly different than the pictures that are provided and the steps may happen in a slightly different order because each Android device works a little differently. Below are general instructions on how to set up your account. Please disconnect from WIFI before adding your account to your phone.

- 1) From the home screen select "Settings"
- 2) Scroll down to "Accounts"
- 3) Selects the "Exchange" option (this can look different depending on your device i.e. "Corporate Sync", "active sync", etc.)

*If your device gives you the option, choose
Microsoft Exchange ActiveSync.



- 4) Type in your email address and password. Your phone will now set up your Assumption email account and you will then be able to check your email via the mail App on your device.

If the setup fails or you are not prompted to enter your email address select the option for a **manual setup and continue to step 5.*

- 5) Your device should now prompt you for a server address

Username: yourusername@assumption.edu

Exchange server: *outlook.office365.edu* or *outlook.office365.com*

Domain: yourusername@assumption.edu

*If there is a sync option, please do not check sms

- 6) Open the mail app on your device and make sure your mail syncs.

Your Android device will now be set up with your Assumption Email!