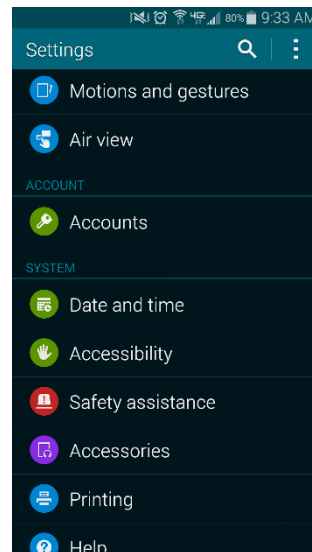




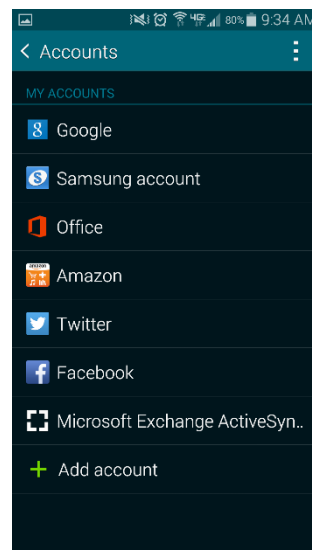
How to set up CSU email on Android Phone

Below is a step by step walkthrough of adding you CSU email to your Android Device. This process enables you to sync your email, calendar and contacts to your phone; you can also select what you would like to sync. If you would like just your email and not your contacts or calendar you do have that ability as well.

1. To begin go to **Settings** on your android device. Once there select **Accounts**.

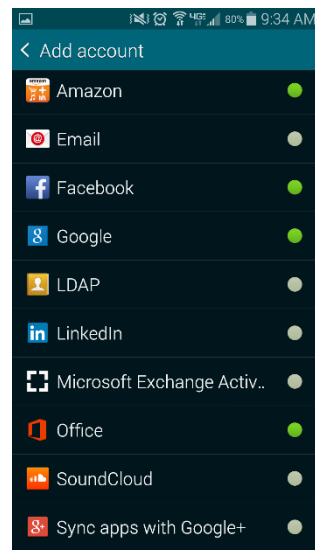


2. On the **Accounts** screen select the **Add Account** button at the bottom of the list.





3. On the **Add Account** page select the **Microsoft Exchange ActiveSync** icon.



4. After selecting **Microsoft Exchange ActiveSync** you will be prompted to input your email and password. This is your normal email address assigned by the school. The endings of your email will be different depending on if you are a student or staff member:

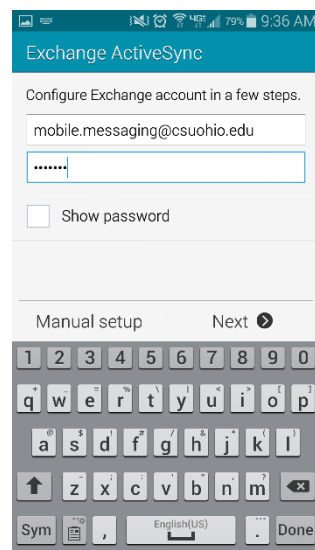
For Students your email will be:

First.lastname@vikes.csuohio.edu

For Staff your email will be:

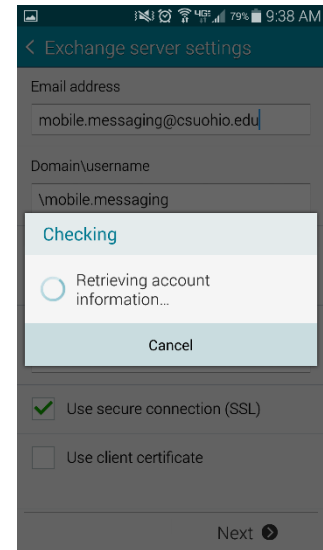
First.lastname@csuohio.edu

After inputting your email, input your password as well (This is the same password used to access campusnet and your school email account). Select **Next**.





5. On the next page you will get a pop-up window prompting you that your phone is retrieving your account information. To successfully complete the setup, you must select **Cancel**.



6. After selecting **Cancel** you will be left on the page Exchange server settings. We must make a few adjustments to this screen.

Under **Domain\username**:

If you are a student you will put:

[IDNumber@vikes.csuohio.edu](#)

For example: [1234567@vikes.csuohio.edu](#)

If you are a staff member you will put:

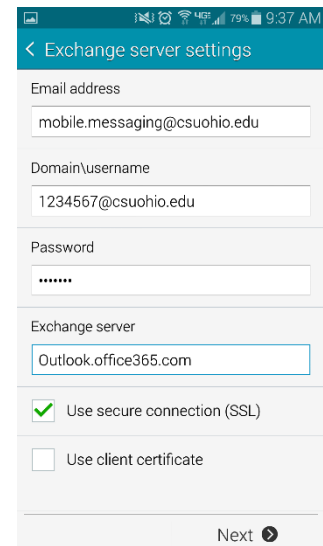
[IDNumber@csuhio.edu](#)

For example: [1234567@csuohio.edu](#)

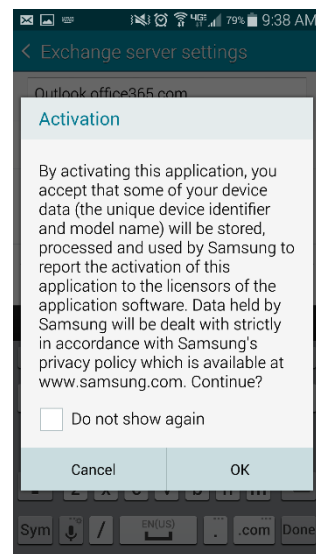
Under **Exchange server**:

Input **Outlook.office365.com**

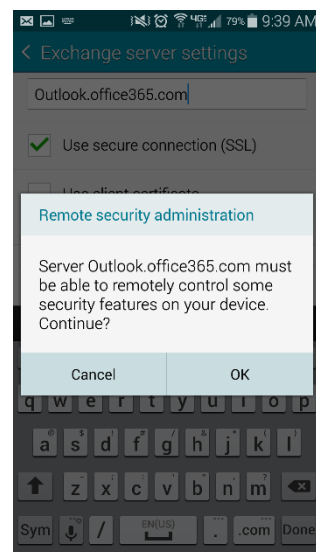
Select **Next**.



7. After selecting **Next**, a popup will show about Activation, select **OK**.

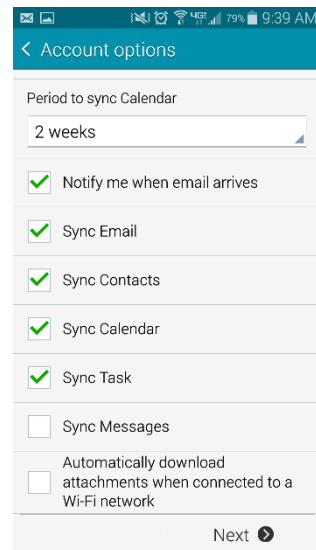


8. Another popup will occur about Remote security administration, select **OK**.

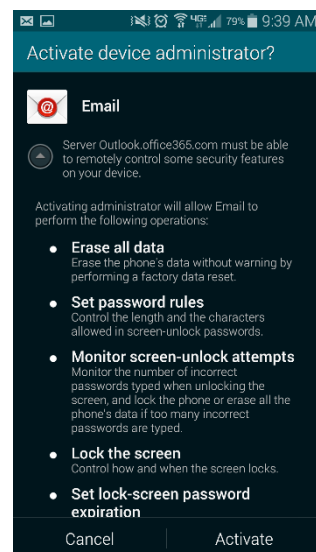




9. On the next screen you will be prompted to adjust your account options as you desire, we recommend leaving all of the settings at the top of the screen as default. However at the bottom you can select whether or not you would like to sync things such as contacts, calendar, and tasks. Once you've selected what you would like sync'd. Select **Next**.



10. The next page will prompt you to activate the device administrator, select **Activate**.



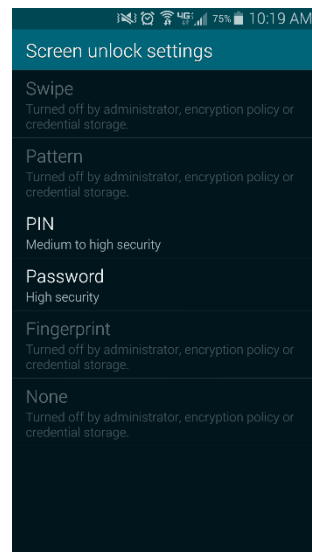


11. The next page will prompt you to secure your device, this leaves you with two options:

Option 1: Setup a PIN, a PIN in a passcode strictly based off numbers.

Option 2: Setup a Password, a Password can use both numbers and letters.

Select whichever you prefer and continue.



12. The final page prompts you to name your email, you're free to choose whatever name you wish.

