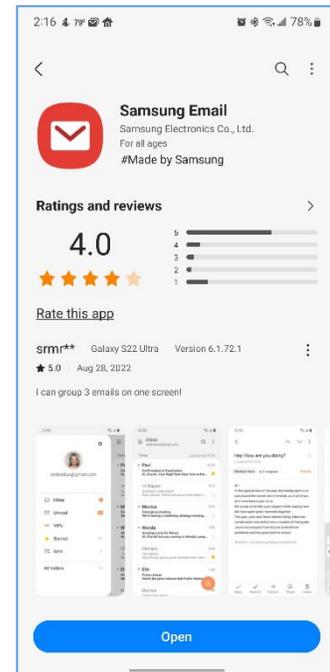


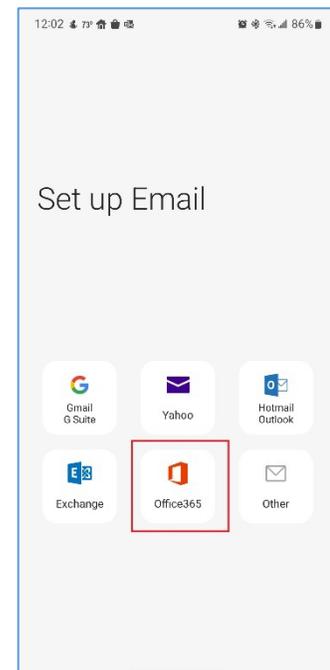
CSU Office365 email on Android with Samsung Mail

Below is a step by step walkthrough of adding your CSU email to your Samsung Android device using the Samsung Email app. This process enables you to sync your email, calendar and contacts to your phone. Depending on your device you may see these screens in a different order. The important items are selecting 'Office365' as the type of email and entering your login information correctly.

1. Launch the Samsung Email app. If needed, download and install it from the Google Play Store.



2. Tap 'Office365' from the 'Set up Email' screen.

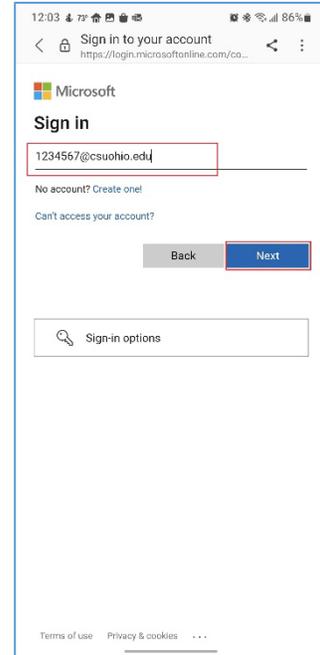


3. In the 'Email' field enter your login for Office 365.

Login for your CSU Office 365 account is:

- CSUID@vikes.csuohio.edu (Students) example - 1234567@vikes.csuohio.edu
- CSUID@cmlaw.csuohio.edu (Law Students) example - 1234567@cmlaw.csuohio.edu
- CSUID@csuohio.edu (Fac/Staff) example - 1234567@csuohio.edu
- CSUID@alumni.csuohio.edu (Alumni) Example – 1234567@alumni.csuohio.edu

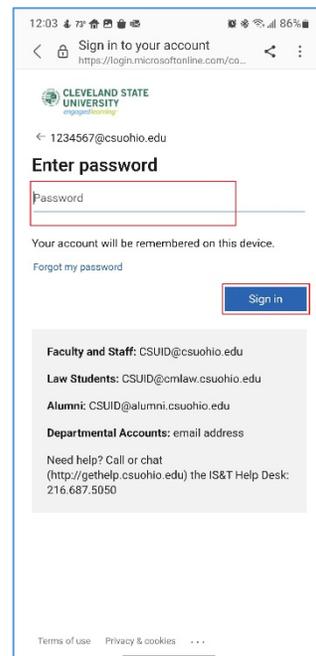
Tap 'Next'



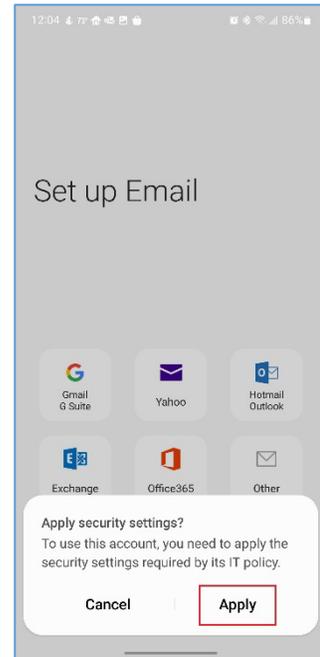
4. Next you should see a login page with a CSU logo prompting you to 'Enter Password'. Enter your password and tap 'Sign In'.

If you see a Password prompt without the CSU logo you may have entered an incorrect login ID in the 'Email' field. Tap 'Cancel' and try again.

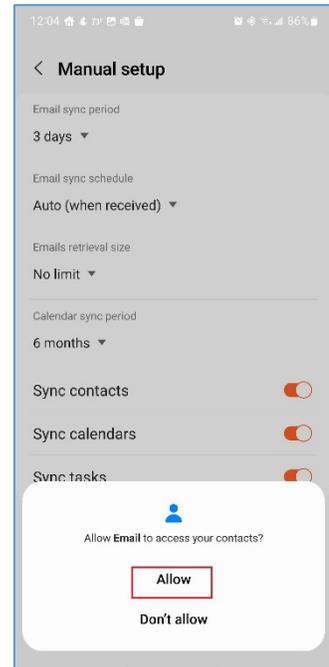
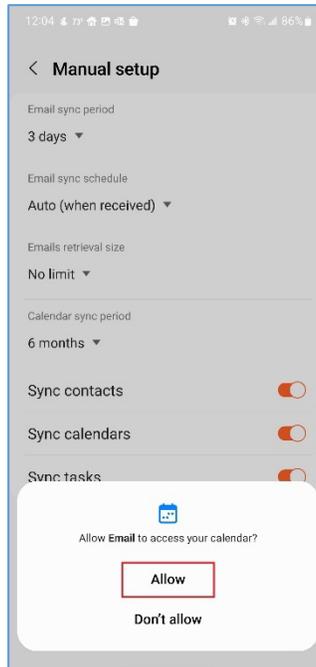
If you need assistance you may contact the CSU Helpdesk at (216) 687-5050.



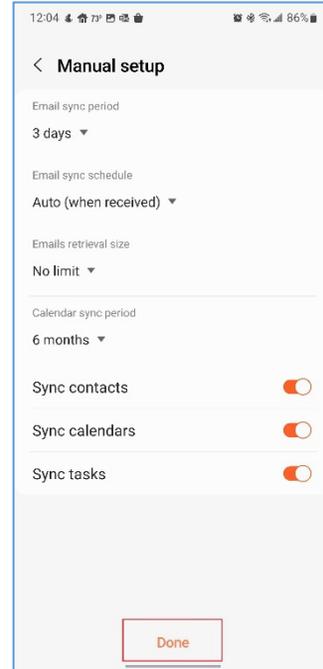
5. Tap 'Apply' to apply security settings. These settings help prevent data loss in the event that your device is lost or stolen.



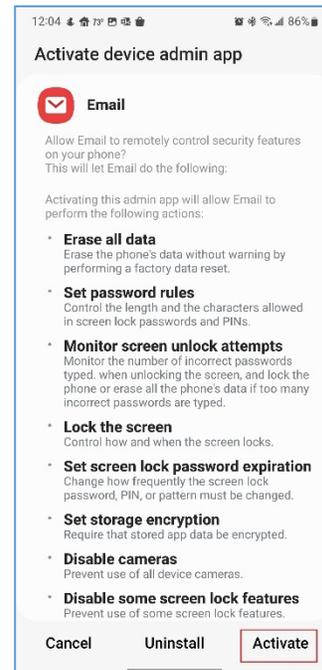
6. If you will be syncing your calendar and contacts tap 'Allow' on both of the next screens.



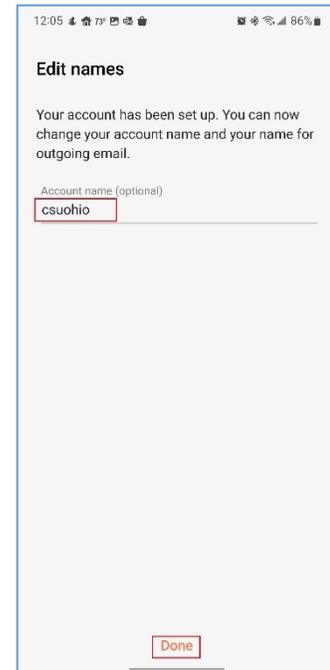
7. Verify the settings and services you would like to sync to your device and tap 'Done'.



8. This next screen activates device admin access. These settings ensure that your device is secure and allows CSU email admins to remotely erase CSU data in the event your device is lost or stolen. Click 'Activate' to continue.



9. On this screen give this account a name that will help you distinguish this CSU email account from other accounts you may have set up and tap 'Done'.



Congratulations, your Engage365 account is now setup in Samsung Email on your Android device!
If you run into issues, call the IS&T Help Desk at (216) 687-5050.