



How to set up your CSU Email on an Android Device

1. Tap **Settings > Accounts > Add account > Exchange**.
2. Select **Manual Setup**.
3. Select **Exchange**.
4. Type your full email address, for example csu.viking@csuohio.edu (for staff) or csu.viking@vikes.csuohio.edu (for students), and your password, and then select **Next**.
5. Enter the following account information, and then select **Next**.
 - **Domain\Username** Type your CSU ID in this box, for example, for example 1234567@csuohio.edu (for staff) or 1234567@vikes.csuohio.edu (for students).
 - If **Domain** and **Username** are separate text boxes in your version of Android, leave the **Domain** box empty and type your CSU ID in the **Username** box.
 - **Password** Use the password that you use to access your account.
 - **Exchange Server** Use the address of your Exchange server. The server for engage365 is **outlook.office365.com**.
6. As soon as your phone verifies the server settings, the **Account Options** page displays. Select the options for how you want to receive your mail, and then select **Next**.
7. If you see an **Activate device administrator?** page, select **Activate**.
8. Type a name for this account and the name you want displayed when you send e-mail to others.
9. 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.