Android Email Setup Manual

Version 1.0

Aug 1 2018

* **Procedures may vary depending on device manufacturer or Android version.**

   Please configure your settings using the following examples as a guide.

1. **Tap [Settings]**, **[Accounts]**, and **[Add account]**.
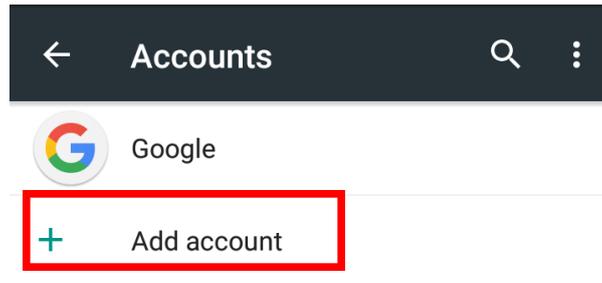
2. Tap the stock e-mail application icon.
   The icon may vary depending on the version of Android.
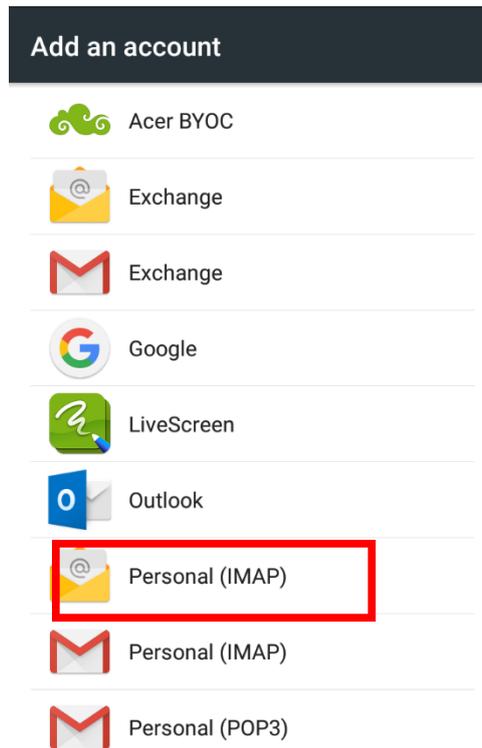
3. Enter your e-mail address (including the @ symbol and domain name) and then tap **[NEXT]**.

Account setup

Email account

You can set up your account in just a few steps.

o365t308@st.ritsumei.ac.jp

MANUAL SETUP   NEXT >

4. Enter your password and tap **[NEXT]**.

Account setup

Sign in

••••••••

<   PREVIOUS   NEXT >

5. Check the settings on the [**Account setup**] page and update them if required, and then tap [NEXT].

  o **Username**: Enter your e-mail address (including the @ symbol and domain name). If there is a separate [Domain] input field, leave it blank and enter your full e-mail address in the [Username] field.

  o **Password**: Enter your password.

  o **Server**: Enter "**outlook.office365.com**".

  o **Port**: Enter "**993**".

  o **Security type**: Choose SSL/TLS.

Account setup

Incoming server
settings

Username

o365t308@st.ritsumei.ac.jp

Password

• • • • • • • •

Server

outlook.office365.com

Port

993

Security type
SSL/TLS   ▼

IMAP path prefix

Optional

‹   PREVIOUS   NEXT   ›

6. Check the settings on the [**Account setup**] page and update them if required, and then tap [NEXT].
   - o **SMTP Server**: Enter "**smtp.office365.com**".
   - o **Port**: Enter "**587**".
   - o **Security type**: Choose **STARTTLS**.
   - o **Require signin**: Check the box.
   - o **Username**: Enter your e-mail address (including the @ symbol and domain name).
   - o **Password**: Enter your password.

7. Set Account options and tap **[NEXT]**.
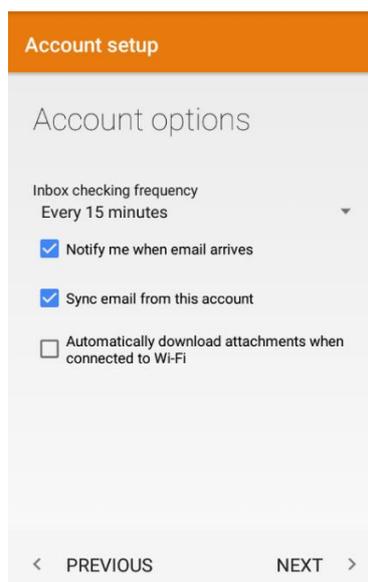
8. If necessary, change the settings and tap **[NEXT]**.
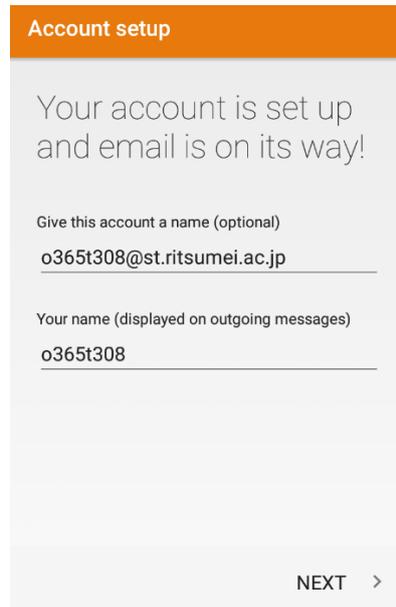
9. Now open the stock e-mail app. Your Inbox should be displayed.
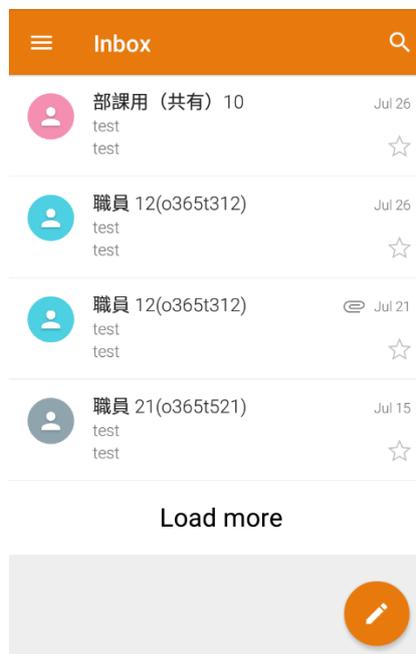
10. You may receive messages regarding additional security features. Click **[OK]** or **[Activate]** to continue.

Setup should now be complete.