

# **Android Email Setup Manual**

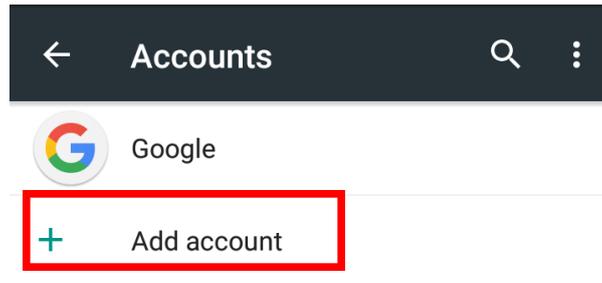
**Version 1.0**

**Aug 1 2018**

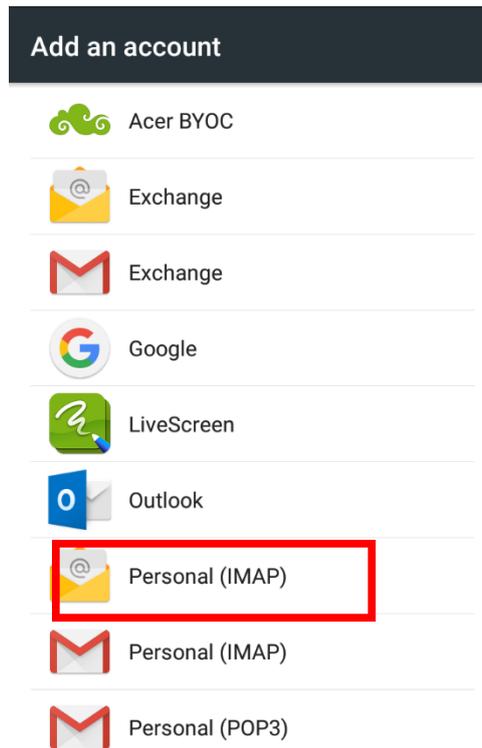
\* Procedures may vary depending on device manufacturer or Android version.

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].
- **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.
  - **Password:** Enter your password.
  - **Server:** Enter "**outlook.office365.com**".
  - **Port:** Enter "**993**".
  - **Security type:** Choose SSL/TLS.

The screenshot displays the 'Account setup' interface. At the top, there is an orange header with the text 'Account setup'. Below this, the section is titled 'Incoming server settings'. The form contains several input fields: 'Username' with the value 'o365t308@st.ritsumei.ac.jp', 'Password' with masked characters '.....', 'Server' with the value 'outlook.office365.com', and 'Port' with the value '993'. Below these fields, there is a 'Security type' dropdown menu set to 'SSL/TLS' and an 'IMAP path prefix' field with the value 'Optional'. At the bottom of the form, there are two navigation buttons: '< PREVIOUS' and 'NEXT >'. The 'NEXT >' button is highlighted with a red rectangular border.

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

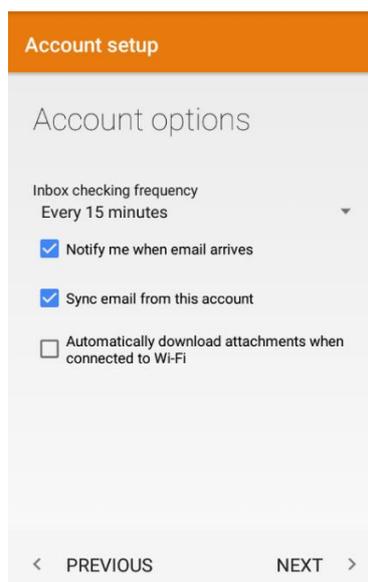


The screenshot shows the 'Account setup' screen with the following fields and values:

- SMTP server: smtp.office365.com
- Port: 587
- Security type: STARTTLS
- Require signin:
- Username: o365t308@st.ritsumei.ac.jp
- Password: [masked]

Navigation buttons: < PREVIOUS, NEXT >

7. Set Account options and tap [**NEXT**].

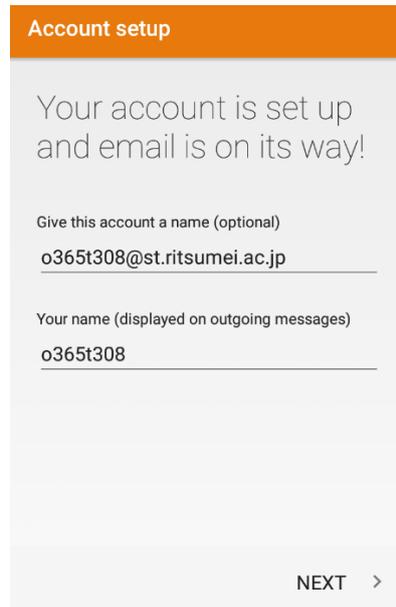


The screenshot shows the 'Account options' screen with the following settings:

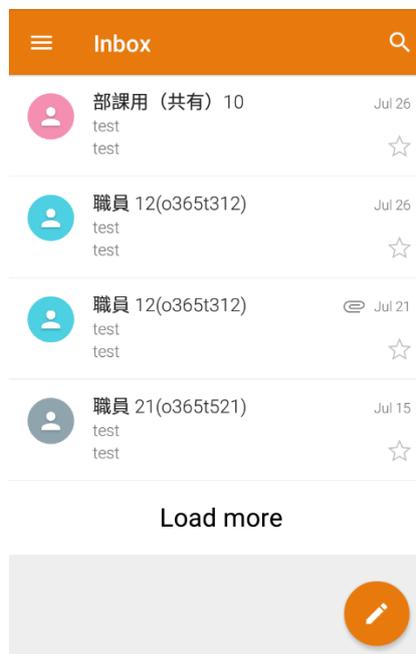
- Inbox checking frequency: Every 15 minutes
- Notify me when email arrives:
- Sync email from this account:
- Automatically download attachments when connected to Wi-Fi:

Navigation buttons: < PREVIOUS, 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.