

Set up UAL Email on Your Android

This is a general guide. Some steps can differ between devices.

01. Go to **Settings**. Select **Accounts** then **Add account**.
 02. Select the option **Microsoft Exchange ActiveSync**.
 03. Key in your **UAL email address** and **password**. Tap **Next**.
 04. You may be prompted for the following information:
Domain\user field: in the format **j.bloggs@arts.ac.uk**
Exchange server: **outlook.office365.com**
 05. Ensure that '**Use secure connection (SSL)**' is **on**. Click **Next**.
 06. The device should show the message:
"Checking incoming server settings..." or something similar.
 07. If the connection is successful the "Remote security administration" warning will appear. Click **OK**.
 08. Choose how often you want to sync your email (eg. 1 day, 3 days, 1 week, 1 month).
 09. Select any other tasks that you'd like to sync with eg. Calendar or Contacts and click Next.
- NB: It is not advisable to select 'Sync Messages' or 'Sync SMS' as this will email any text message sent/received to/from your Android device.
10. Give the account a name eg. 'UAL Email' and click **Done**.