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.