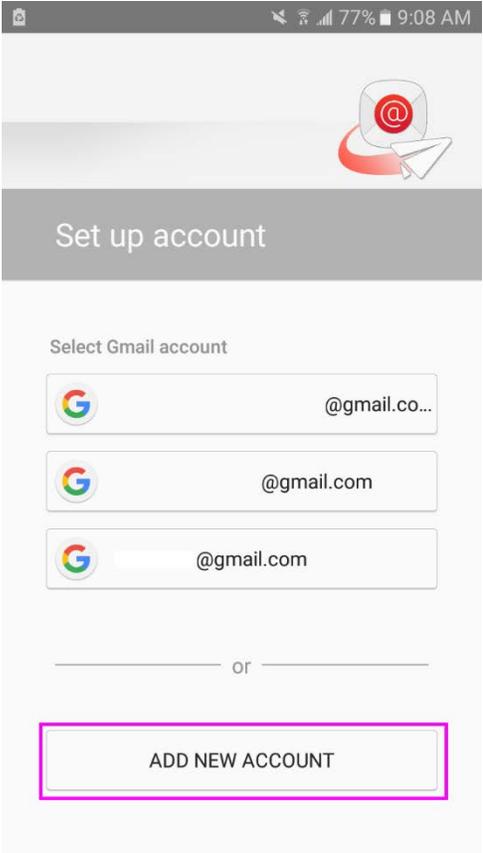


# Setting up your Drexel Account on Android

**1**

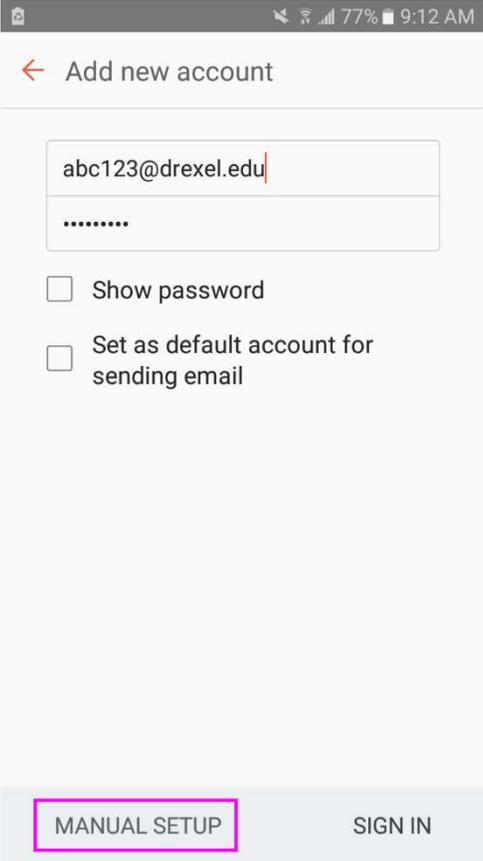
Open the Android Email app and tap **Add New Account** if it's your first account.



Or, got to **More > Setting** in the app and select **Add account** and then **Add New Account**

**2**

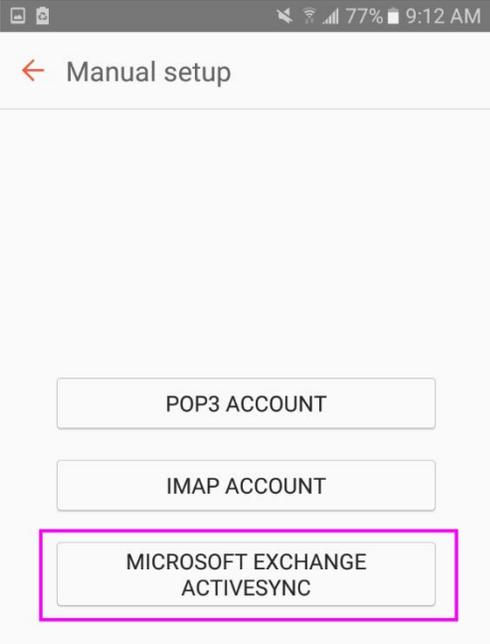
Enter your abc123@drexel.edu email address and your password and click **Manual Setup**



MANUAL SETUP SIGN IN

**3**

Select **Microsoft Exchange Activesync**



POP3 ACCOUNT  
IMAP ACCOUNT  
MICROSOFT EXCHANGE ACTIVESYNC

4

In the **Domain\username** field, enter your [abc123@drexel.edu](mailto:abc123@drexel.edu) Drexel email address. In the **Exchange server**, enter **outlook.office365.com** and sign in

Exchange server settings

Account

Email address  
abc123@drexel.edu

Domain\username  
abc123@drexel.edu

Password  
.....

Show password

Server settings

Exchange server  
outlook.office365.com

Use secure connection (SSL)

Use client certificate

SIGN IN

The remote server may request certain permissions. Tap **OK**

5

Choose your sync settings for your Android device and tap **Sign in**.

Manual setup

Period to sync Email  
3 days ▼

Sync schedule  
Auto (when received) ▼

Emails retrieval size  
50 KB ▼

Period to sync Calendar  
2 weeks ▼

Notify me when email arrives

Sync Contacts

Sync Calendar

Sync Task

SIGN IN

6

Activate your device administrator. If you do not have a password set up, you will be required to set up a 6 (or more) character password on your Android device to complete the set up.

Device administrator

Email

Server outlook.office365.com must be able to remotely control some security features on your device.

Activating administrator will allow Email to perform the following operations:

- Erase all data**  
Erase the phone's data without warning by performing a factory data reset.
- Set password rules**  
Control the length and the characters allowed in screen-unlock passwords.
- Monitor screen-unlock attempts**  
Monitor the number of incorrect passwords typed, when unlocking the screen, and lock the phone or erase all the phone's data if too many incorrect passwords are typed.
- Lock the screen**  
Control how and when the screen locks.
- Set lock-screen password expiration**

CANCEL      ACTIVATE

Enter your account description and proceed. You're done!