

Student MS Office 365 Email Set Up – Android

1. Access your Email Application.
2. Select **Microsoft Exchange**



Select email provider

Microsoft Exchange

Gmail

Yahoo

Outlook.com

3. Type in your email address and password.
4. Select **Manual Setup**
Email password: LOG INTO ACES>Click the Student Tab>Click Web Services>Select Personal Information> and select View Email Password.

Microsoft Exchange

EMAIL ADDRESS

achapa45@student.alamo.edu

PASSWORD

.....

Show password

MANUAL SETUP

NEXT

Should you need any assistance with any IT related issues please contact the IT Help Desk at 210-486-5777 or by email at nlc-helpdesk@alamo.edu.

5. Type in the Exchange server information:
 - a. Email Address: Full email address
 - b. Server Address:
outlook.office365.com
 - c. Domain: Leave Blank
 - d. Port Number: 443
 - e. Username: Full Email Address
 - f. Password: Should Auto-populate password entered in Step 3.
 - g. Use Secure Connection (SSL):
Turn On
6. Click on **Next**

Server settings

EMAIL ADDRESS

achapa45@student.alamo.edu

SERVER ADDRESS

outlook.office365.com

DOMAIN

Domain

PORT NUMBER

443

USERNAME

achapa45@student.alamo.edu

PASSWORD

.....

7. Click Allow

Remote security administration

The student.alamo.edu server must be allowed to remotely control the security features on your phone.

CANCEL **ALLOW**

8. Select Items to Sync and email sync period.
9. Click Next

Select items to sync.

Email



Text message



Contacts



Calendar



Tasks



Sync schedule

Push

Email sync period

1 day

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10. Accept Permissions

Email

To open Email, all of the following permissions must be agreed to. Tap Settings to not allow these permissions to this app.

-  Contacts
-  Storage
-  SMS

You can change the permissions later in Settings > Apps > Email > Permissions.

Phone administrator

11. Activate Exchange Phone Administrator



Exchange

The server for achapa45@student.alamo.edu requires that you allow it to remotely control some security features of your phone.

Activating this administrator will allow the app Exchange to perform the following operations:

Erase all data

Erase the phone's data without warning, by performing a factory data reset

Change the screen-unlock password

Change the screen-unlock password

Set password rules

Control the length and the characters allowed in screen-unlock passwords

Monitor screen-unlock attempts

Monitor the number of incorrect passwords

CANCEL ACTIVATE

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