Email for Android Phones

1. On your device, go to the App Menu.

2. Once you open the App Menu, search for the Mail app. Tap on it.

3. Select Exchange as your mail provider.

4. The next step should ask for an Email Address and Password. You will enter your Millsaps information here. If for some reason it does not work, check that everything is spelled correctly. If it still doesn’t work, select Manual Setup and use the following info:

   **Email Address:** Username@millsaps.edu
   **Server Address:** outlook.office365.com
   **Domain:** Leave Blank
   **Username:** Username@millsaps.edu
   **Password:** Your Millsaps Password
   **Use SSL?:** Tap to select yes
5. Your Android phone will now try to verify your settings. Once the settings are successfully verified, tap to select which of the following you would like synchronized to your phone:

- Mail
- Contacts
- Calendars

6. Tap Finish setup.

Note: Different Android devices may have different user interfaces depending on manufacturer, cell phone service provider, and user customization. Because of this, the steps below may differ slightly between different Android devices.

If some or all of the features listed here are not available, your phone may still allow you to create setup your email through IMAP or Corporate Sync setups. Please contact the Helpdesk for further assistance if you think this may be the case.