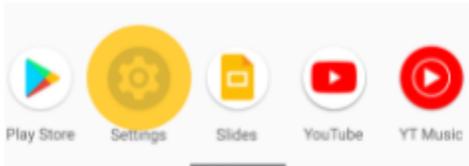
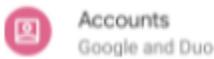


## Add Millsaps email to your Android (Mail app or Outlook for Android) Using the Mail App

1. Open the Settings App



2. Tap Accounts. If you don't see "Accounts," tap Users & accounts.



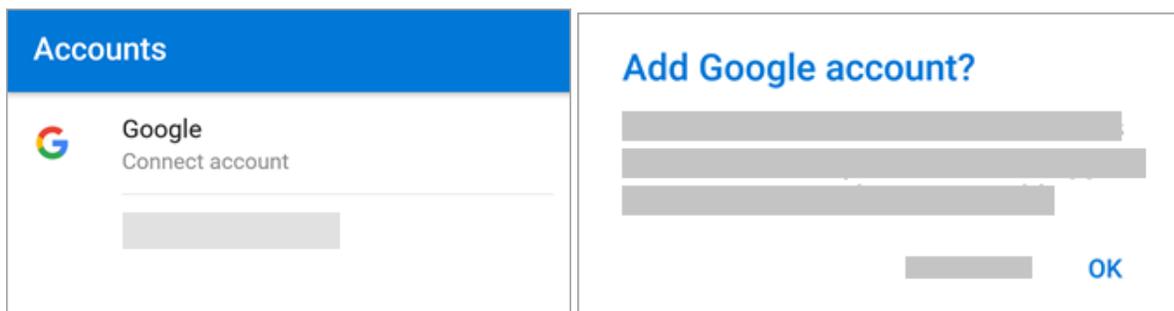
3. At the bottom, tap Add account.
4. Tap the type of account you want to add
5. Select Exchange as your mail provider
6. Follow the on-screen instructions.
7. Enter your Millsaps email address and password.
8. Check that everything is spelled correctly.
9. If you are not successful adding the account, select Manual Setup and use the following info:

Install the **Outlook for Android** app from the [Google Play Store](#) and then open it.

Tap **Get Started** if this is your first time.

Otherwise, to add another email account, open the **Menu** ≡ > **Settings** ⚙️ > **Add Account** > **Add Email Account**. Then skip to step 4 under [Set up another email account](#) below.

Outlook may detect your Google accounts. To add them to Outlook for Android, tap **Google Connect Account** and then tap **OK** to confirm. Tap **Allow** to give Outlook access to your Contacts.



---

## General steps to set up an Exchange or Microsoft 365 work or school account manually

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.

1. Outlook for Android, go to **Settings**  > **Add Account** > **Add Email Account**.
2. Enter email address. Tap **Continue**.
3. Tap **Setup account manually** if available, and then on the email provider page choose **Exchange** and toggle **Advanced Settings** on.
4. Enter your server setting details, if available and then tap the **checkmark** icon.

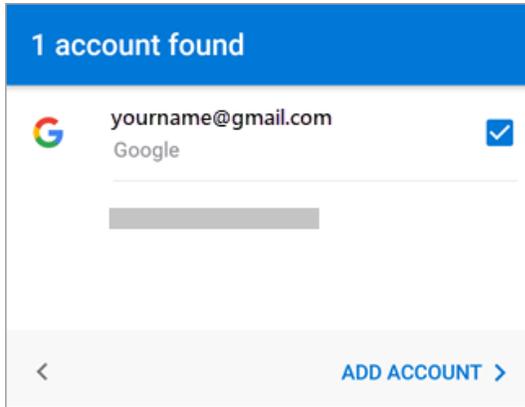
### Incoming Server Settings

- **Domain\Username**  
Enter your full email address, such as username@millsaps.edu
- **Password**  
Use the password that you use to access your email
- **Server**
- Microsoft 365 work or school accounts - Use **outlook.office365.com**
- **Port**  
Use **443** or **993**.
- **Security type**  
Select **SSL/TLS** or make sure the **Use secure connection (SSL)** checkbox is checked, then tap **Next**.

### Outgoing SMTP Server Settings

- **SMTP Server**
- Exchange accounts - Ask your IT admin for your server info.
- Microsoft 365 work or school accounts - **outlook.office365.com**
- **Security Type**  
Choose **TLS**.
- **Port Number**  
Enter **587**. Tap **Next**.

5. You may be prompted to enter your email account password again or agree to/activate any necessary permissions.



Tap **Allow** to confirm offline access and any other prompts.

