**How to Set-up your G.S.U. Email on your Android Smart Phone**

***\*\*Set-up is dependent on what version of software your phone is currently running\*\****

***For Android Phone:***

* Settings
* Scroll and select “Accounts”
* Select “Add Account
* Enter:
	+ GSU Email address
		- Employee’s - i.e.: doej@gram.edu
		- Student’s - i.e.: doej@gsumail.gram.edu
	+ Password
	+ Click “Next”
* Select “Account Options”
	+ Account Syncing - choose how often you want your email synced to your account
	+ Click “Next”
* Select “Done”

**Cont’d: Choice II:**

* Settings
* Scroll and select “Accounts”
* Select “Add Account
	+ - Click “Next”
* Select “Exchange” and “OK” to continue
	+ Enter Server: outlook.office365.com
	+ Enter Domain: **banner1 or banner1/username**
	+ Accept the defaults or select the options for how you want to receive and send your mail
	+ Click Next
* Your viewing will show “Set up email” and from here you can change the name of the account (Optional)
* Select “Done”

**Cont’d: Choice III:**

* On your phone go to “Settings”
* Accounts
* Clouds and Accounts
* Add account
* Exchange
	+ Email
		- Enter:
			* GSU Email address
				+ Employee’s - i.e.: doej@gram.edu
				+ Student’s - i.e.: doej@gsumail.gram.edu
* Manual Set-Up
* Exchange
* Enter password
	+ Next
		- Enter Server info: “outlook.office365.com”