Since Android devices vary, these directions are a general guideline for the appropriate settings and possible screen prompts you will receive.

1. Tap **Settings > Accounts > Add account > Email.**

2. **On the Email Accounts screen, enter your full email address - **username@nvcc.edu** or **nvusername@nvcc.edu** (if applicable) and your **password**, and then tap **Manual Setup.**

   **If your network account starts with “nv” then enter **nvusername@nvcc.edu** when prompted for your email address.**

3. When prompted to setup what type of **Account**, select **Microsoft Exchange ActiveSync.**

4. On the Exchange server settings page, ensure the following fields are completed:
   a. Email Address - **username@nvcc.edu** or **nvusername@nvcc.edu**
   b. Domain\Username – **username@nvcc.edu** or **\nvusername@nvcc.edu**  **Be sure you include the backslash prior to your email address.**
   c. Password – Ensure your email password is entered (it should already have been defaulted based on your previous entry)
   d. Exchange Server – **outlook.office365.com**
   e. Make sure the **Use secure connection (SSL) checkbox is checked**, then tap **Next.**
f. You may receive a Remote Security Administration prompt advising you that “Server outlook.office365.com must be able to remotely control some security features on your phone. Continue?” -- Tap OK

g. You will then be prompted to personalize your account options as desired.

h. You may receive another security prompt to Activate Phone Administrator. If so, please review conditions and if you accept, click ACTIVATE

i. You will receive a prompt stating that your account is setup and ready to send and receive. Click Next

If you have any issues with these directions, please contact the IT Help Desk for assistance.