**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](mailto: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](mailto:doej@gram.edu)
        + Student’s - i.e.: [doej@gsumail.gram.edu](mailto:doej@gsumail.gram.edu)
* Manual Set-Up
* Exchange
* Enter password
  + Next
    - Enter Server info: “outlook.office365.com”