Setup your SMSU email on your Android smartphone

This guide is designed for student users with an Office365 mailbox who wish to access their University email through an Android device

*Please note this guide has been written using a Samsung Galaxy S4 but the screens will vary slightly depending on the device you have.

- Before you begin, please ensure you have a working internet connection.

1. From the home screen navigate to your settings.
2. From settings, select Accounts and choose to add an account

3. Please select Microsoft Exchange Active Sync from the list of account options
4. Please enter your email address in the format: Firstname.Lastname@smsu.edu
5. Enter your StarID password and click Next.
6. You will need to add in some additional information for the device to connect to your SMSU Account:

- Domain\user name needs to be in format: smsu\StarIDusername@smsu.edu
- Exchange server needs to: outlook.office365.com
- Ensure: use Secure Connection (SSL) is checked.

Please review the screenshot below for further information:
7. When you are happy with the settings above, tap next.
8. If the connection is successful you may see a dialogue box asking whether you wish to allow the server to control some aspects of your phone remotely. This is a security measure and is designed to protect the data on your phone. The University reserves the right to delete phone data if the phone has been lost or compromised. The University would only enforce this if advised that the phone was stolen.

9. Click Okay.

*Please note if you already have an email account setup with similar security features you shouldn’t see these screens.

10. You may also see the below screen which provides further information. Click Activate to accept the security conditions.
11. The below screen will appear. Here you can choose how frequently the device looks for mail and exactly what you want to synchronise with your SMSU account.
12. You should then be asked to specify an account name. In this example, we have chosen SMSU email. When you are ready, click Done.
13. Once the above is setup please click on your email icon (usually accessible via your Home Screen or Apps menu)

14. Your email should start to download. If you have multiple mailboxes you can click on the button highlighted below to choose which mailbox to display.