



Viewing University Email on Your Android Mobile Device

[Please note that fields and wording may vary on some versions of the Android OS.]

- Select **Settings**
- Select **Accounts and Sync**
- Select **Add Account**
- Select **Microsoft 'Exchange ActiveSync' or 'Corporate'**
- Enter your full-length email address (e.g. **firstname.familyname@canterbury.ac.uk**)
- Enter your **University Password**
- Select **Manual Setup**
- Under Domain\Username enter: **username@canterbury.ac.uk**
NOTE: this is NOT your email address but your username – the same login you use on University computers, e.g. abc1@canterbury.ac.uk
- If there is a separate 'Domain' box, please leave this blank
- In Exchange server enter: **outlook.office365.com**
- Tick **Enable Use Secure Connection (SSL)**
- UN-Tick **Enable Accept All SSL Certificates**
- At this point, you may see the following message:

“Remote security administration – Server must be able to remotely control some security features on your device. Continue?”

Click **OK** to continue.

[Although we don't force security settings onto your device, the server is just warning you that we have the ability to apply a security policy.]

- On the **Account Options** screen, you can choose how often you want your device to check for new emails and the content you want to view on your device (i.e. email, contacts, calendar, tasks).
- When you are finished, click **Save**.

Please note: If you select **Automatic (Push)** then your battery life will be diminished as your phone will frequently check for new mail. This will also increase your data usage.

Don't forget: If you change your University password you will also need to change it on your mobile device to continue to be able to view your University email.