

Towson Email Configuration (For Faculty and Staff)

Android Devices

Introduction

On your Android, it is possible to send and receive emails from your Towson University account. This self-help document will step you through how to perform this action. Because there are so many different Android devices, it would be impossible to document each one: therefore, we will only be covering Samsung devices in this document. You must have a 4-digit PIN lock in order to configure your Towson email account on your phone.

Configuring your Email

To configure your Towson email on your Android device, follow these steps below:

1. From the **Home** screen, press the **Apps** button at the bottom of the screen.

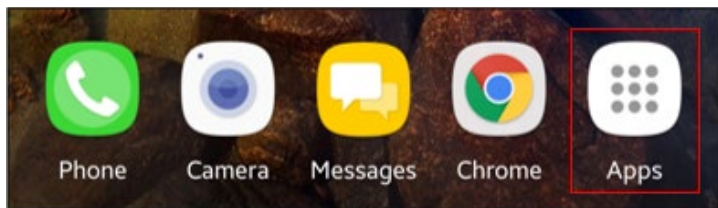


Figure 1

2. Find and press the **Email** application.

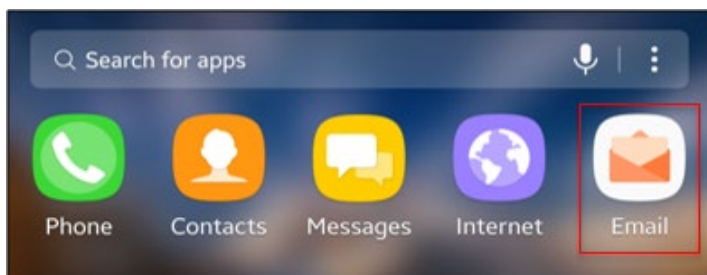


Figure 2

3. From the **Set up account** screen, Press the **ADD NEW ACCOUNT** button.

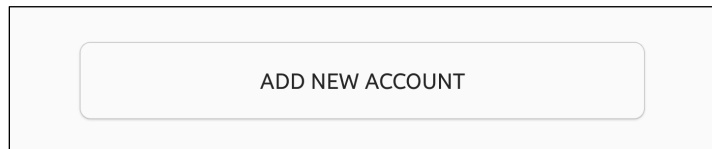


Figure 3

4. Enter your Towson Email address in the **Email address** box and enter your password in the **Password** box.

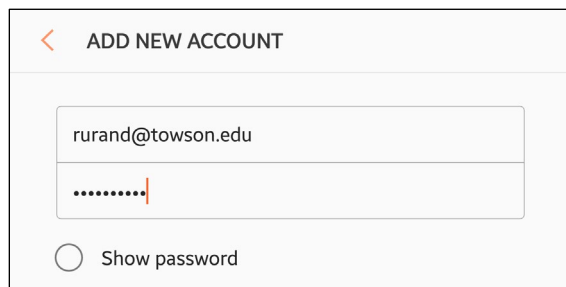


Figure 4

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5. Press **MANUAL SETUP** in the bottom left-hand corner.



Figure 5

6. The **Select account type** dialog box will appear. Press **Microsoft Exchange ActiveSync**.

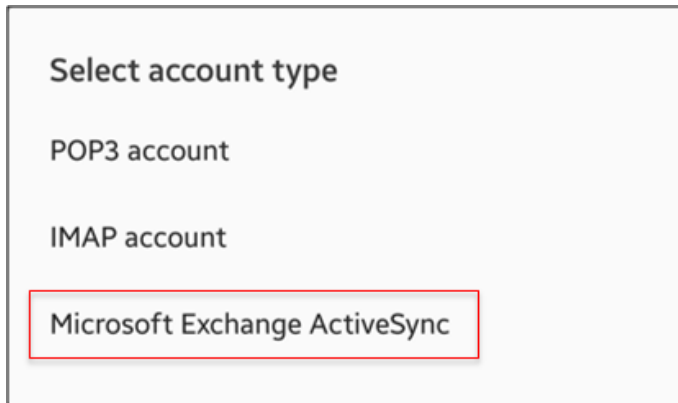


Figure 6

7. The **EXCHANGE SERVER SETTINGS** window will appear. Replace the text in the **Domain\username** box with your Towson email address.

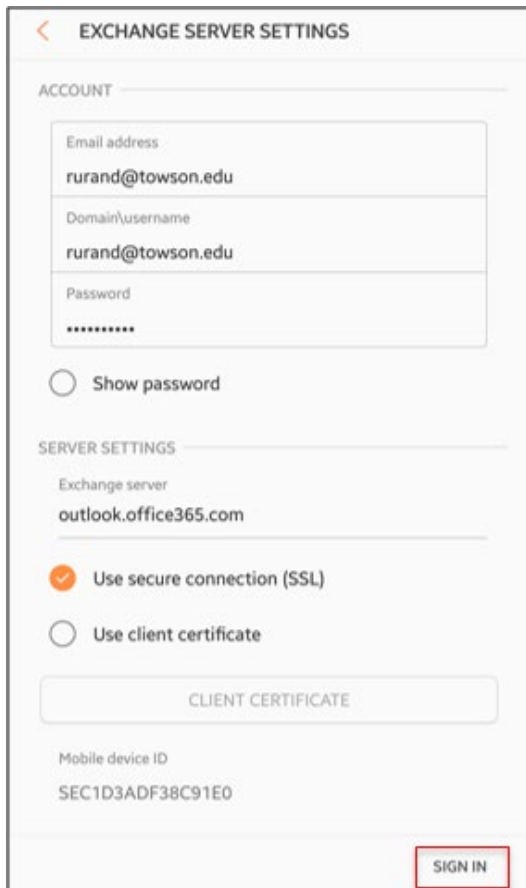


Figure 7

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- Under **SERVER SETTINGS**, replace the text in the **Exchange server** box with **outlook.office365.com**.
- Ensure the **Use secure connection (SSL)** option is selected. Press **SIGN IN**.
- A **Remote security administration** dialog box may appear. Press **OK**.

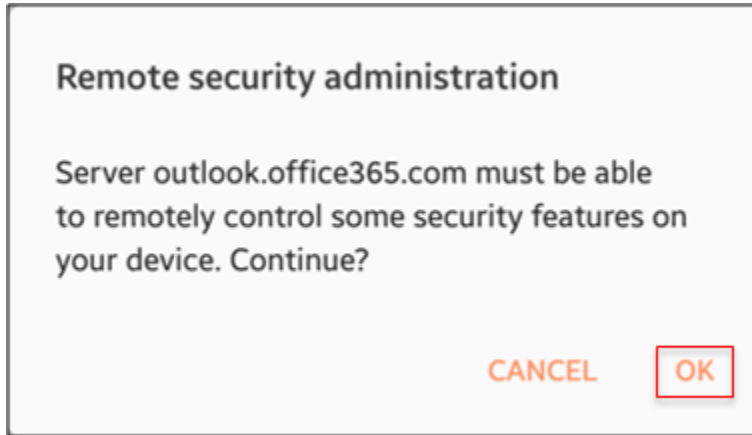


Figure 8

- A **DEVICE ADMINISTRATOR** dialog box may appear. Press **ACTIVATE**. You should now be connected to your Towson email.

Note: If emails are not showing in your inbox it may be because you do not have security set up on your phone. Your phone must be protected with a 4-digit passcode in order to add a Towson email account. Go to your security settings to set-up a passcode if needed.