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.

2. Find and press the Email application.

3. From the Set up account screen, Press the ADD NEW ACCOUNT button.
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4. Enter your Towson Email address in the Email address box and enter your password in the Password box.

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

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

8. Under **SERVER SETTINGS**, replace the text in the **Exchange server** box with **outlook.office365.com**.

9. Ensure the **Use secure connection (SSL)** option is selected. Press **SIGN IN**.

10. A **Remote security administration** dialog box may appear. Press **OK**.

11. 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.