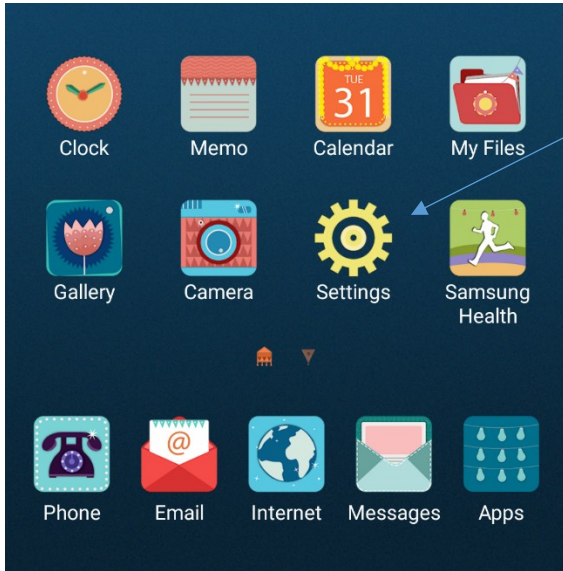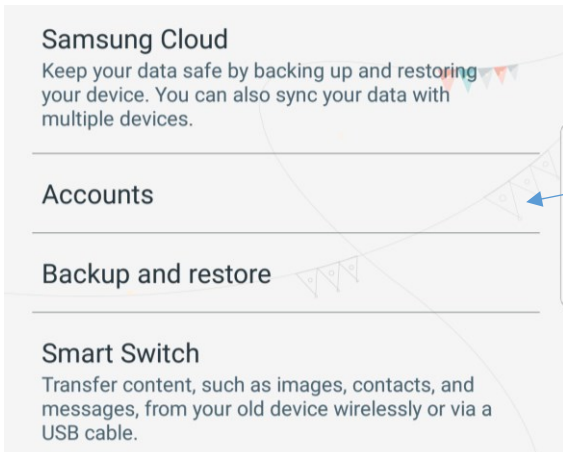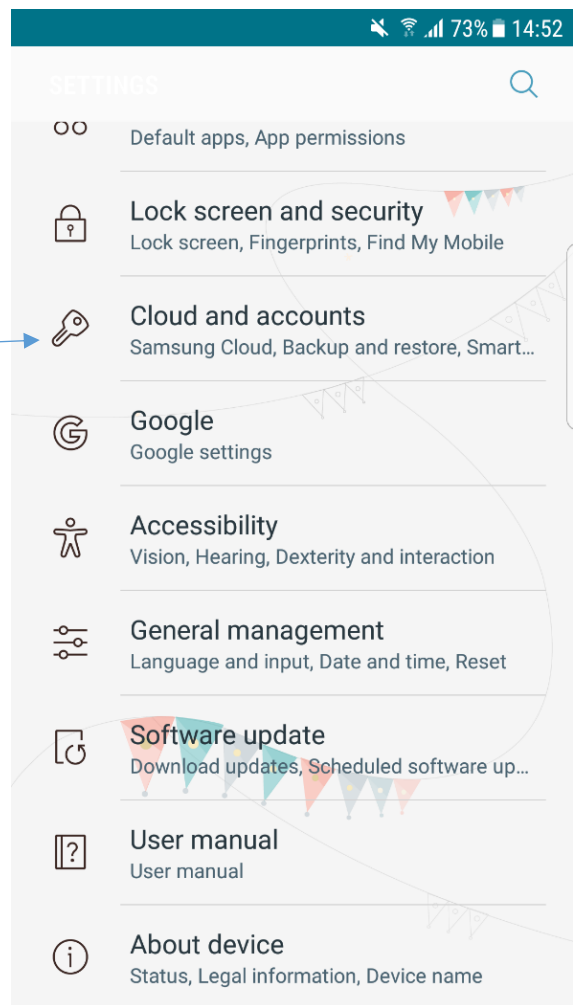# Manchester Metropolitan University

IT Services
How to set up staff email on an Android phone

Click the **'Settings'** icon on the home screen. (If there is not an icon on the home screen then you can find 'Settings' in the application menu.)

Within settings, please select **'Cloud and accounts'**. On some Android devices, this may simply say 'Accounts' or something similar
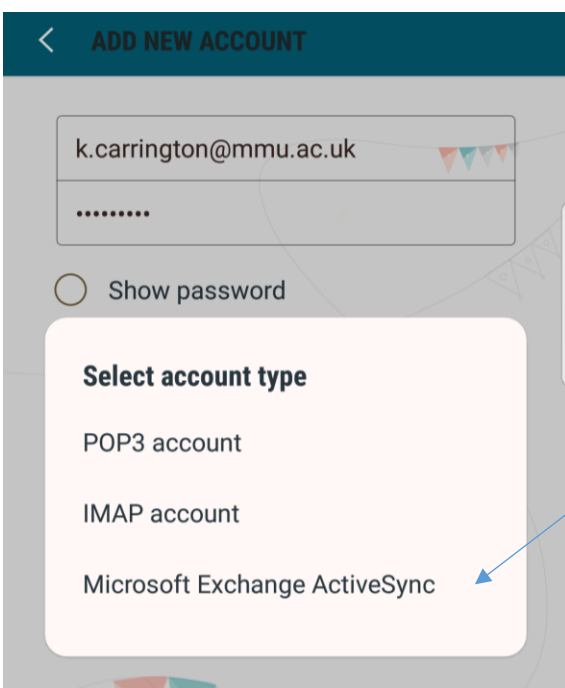
Select **'Accounts'**

Select **'Add account'**

and then **'Microsoft Exchange ActiveSync'**

Twitter

UNiDAYS

WhatsApp

+ Add account

LinkedIn

Messenger

Microsoft Exchange ActiveS..

Monzo

Office
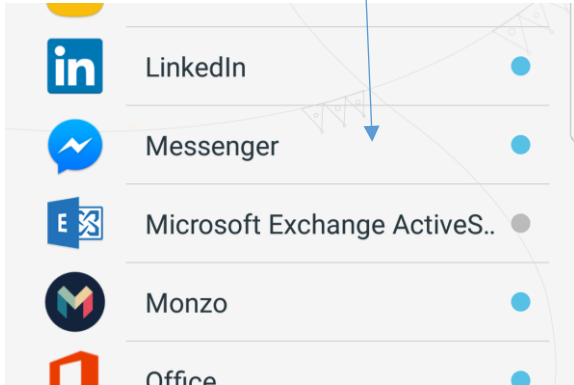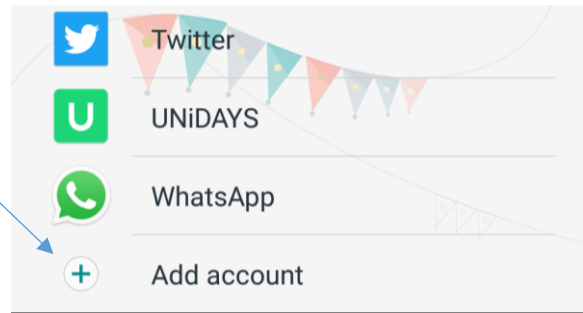
Enter your MMU email address and password and select **'Manual Setup'** at the bottom of the screen.

ADD NEW ACCOUNT

k.carrington@mmu.ac.uk

••••••••

○ Show password

○ Set as default account for sending emails

MANUAL SETUP   SIGN IN

ADD NEW ACCOUNT

k.carrington@mmu.ac.uk

••••••••

○ Show password

Select account type

POP3 account

IMAP account

Microsoft Exchange ActiveSync
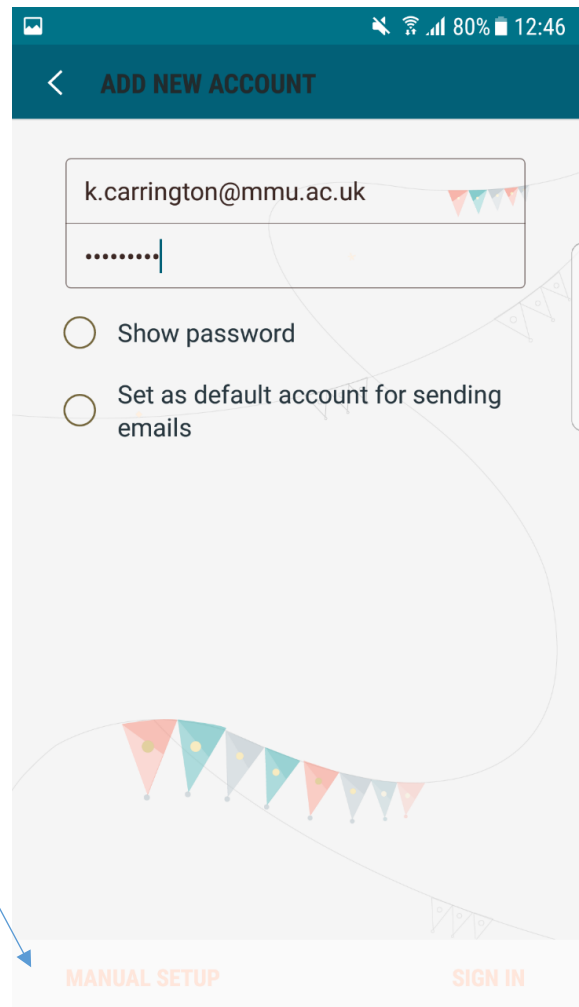
The following pop-up box will appear, select **'Microsoft Exchange ActiveSync'**
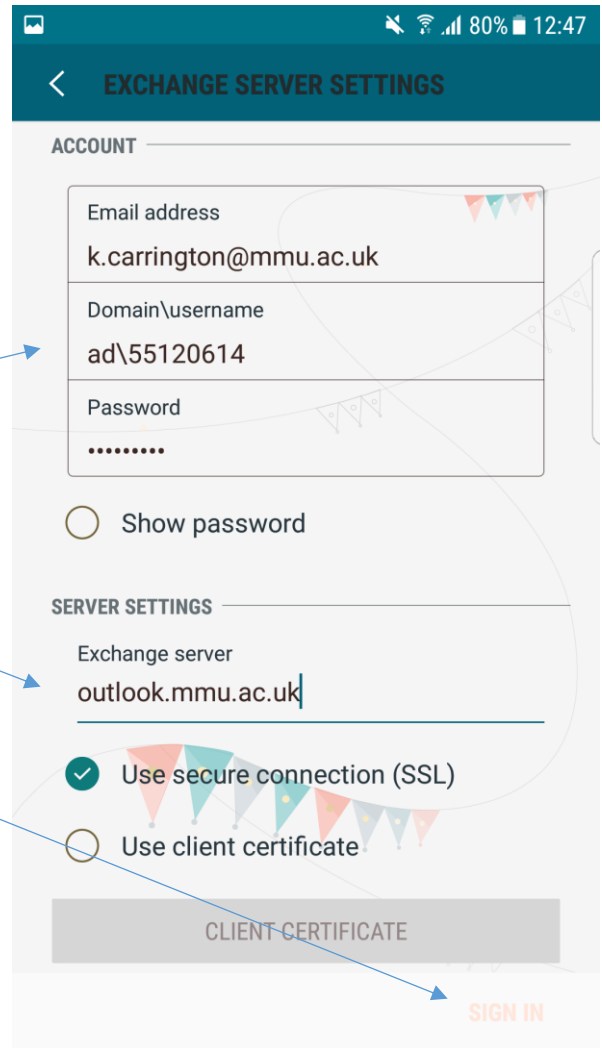
Change the fields as instructed below (and as shown in the screenshot to the right)

Change the 'Domain\username' field to contain **ad\ID number**

Change the 'Exchange server' to **outlook.mmu.ac.uk**

All other fields should be correctly filled

Select **'Sign in'** at the bottom of the page
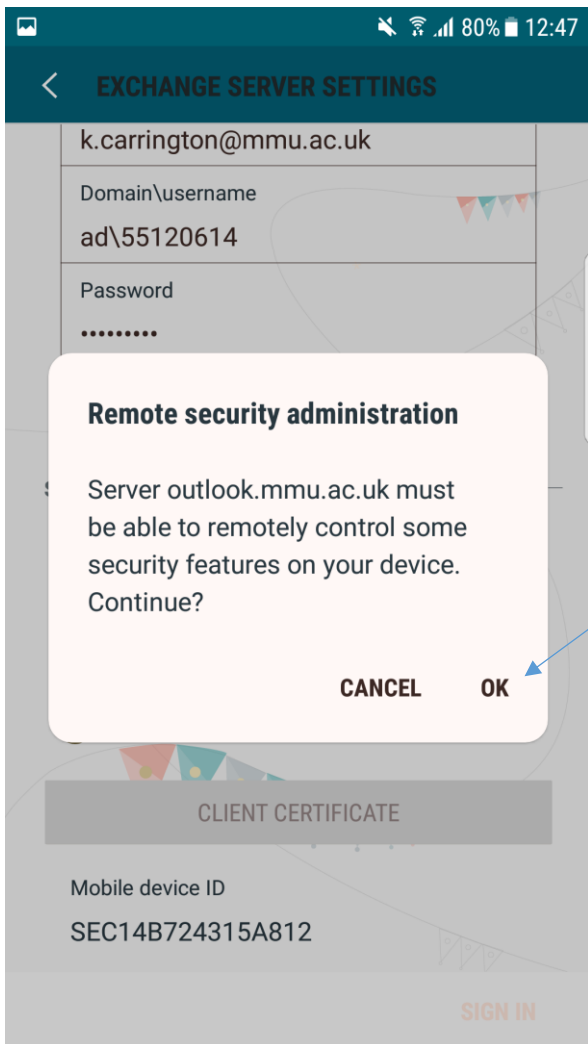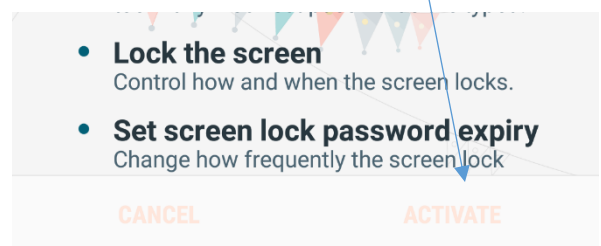
EXCHANGE SERVER SETTINGS

ACCOUNT

Email address
k.carrington@mmu.ac.uk

Domain\username
ad\55120614

Password
••••••••

○ Show password

SERVER SETTINGS

Exchange server
outlook.mmu.ac.uk

✓ Use secure connection (SSL)

○ Use client certificate

CLIENT CERTIFICATE

SIGN IN

EXCHANGE SERVER SETTINGS

k.carrington@mmu.ac.uk

Domain\username
ad\55120614

Password
••••••••

Remote security administration

Server outlook.mmu.ac.uk must be able to remotely control some security features on your device. Continue?

CANCEL   OK

CLIENT CERTIFICATE

Mobile device ID
SEC14B724315A812

SIGN IN

The following pop-up box will appear, select **'OK'**

On the next page, select **'Activate'**

• **Lock the screen**
  Control how and when the screen locks.

• **Set screen lock password expiry**
  Change how frequently the screen lock

CANCEL   ACTIVATE

Open the **'Email'** application

It may take a few minutes for your emails to be retrieved from the server but **your Android phone now fully set up to receive your MMU email.**

Note: The menus and settings on your personal Android device may differ slightly from those shown in this guide, as Android user interfaces tend to differ between devices. Please refer to the manufacturer's instructions of your personal Android device to carry out these steps. This guide was created using a Samsung Galaxy S7.

INBOX
k.carrington@mmu.ac.uk

EDIT   SORT BY

Search

Last synced 12:45

No emails

You may have emails that have not yet been retrieved from the server.