Android-Students

1. Click on Settings
2. Select Microsoft Exchange (corporate) Active Sync and Add Account
3. Enter your email address (including @wclive.westminster.edu) and password.
4. Click Next button
5. Verify that your username is username@wclive.westminster.edu and password are filled. Type “winwc” in the Domain field. You might need to insert winwc\username or winwc\username@wclive.westminster.edu
6. Type pod51010.outlook.com or outlook.office365.com in the Exchange server field (may need to clear out pre-filled value).
7. Click to place a checkmark in the Use Secure Connection (SSL) and Accept all SSL certificates boxes if they are not already checked.
8. Specify desired syncing options. “Push” means that emails will be automatically sent to your phone as soon as they are received. Students need to check these settings and think of their data plan.
9. Give the account a descriptive name (such as “Westminster College”) so you can tell it apart from any other email accounts you may have.
10. Click the Done button.
11. Click the Done button.

*Android settings can vary: may need to power off/power on; may need to go into settings- data usage- select menu icon on phone- place checkmark by auto sync data, etc..