

Set Up Email on an Android Mobile Device

Question

I want to receive my emails and calendar reminders on my Android smartphone. How do I set up my email account on mobile devices?

Answer

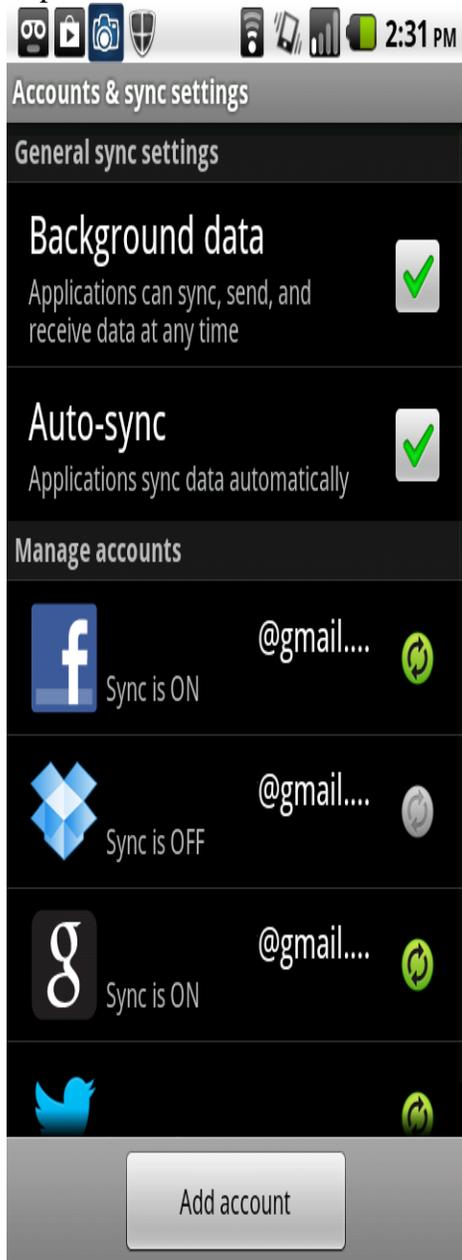
Washington State University email accounts can be set up on most mobile devices; however, because student email operates differently than staff and faculty email, there are two separate ways to sync accounts. If you are setting up a student account, you will need to install and set up the Outlook.com app. If you are a faculty or staff member, you'll simply be adding your standard account information. For Apple devices, see our [Set Up Email on an iPhone or iPad](#) Knowledgebase entry.

How-to

For WSU student email accounts:

1. Using the Google Play Store, download and install the **Outlook.com** app.
2. Tap **Settings** and then tap **Accounts & Sync**.

3. Tap **Add Account**.



4. Tap **Outlook.com**.

5. The Outlook.com **Sign in** screen will display. Enter your email address and password and then tap **Sign in**.



Sign in

Microsoft account [What's this?](#)

Sign in

[Can't access your account?](#)

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6. Outlook.com will request permission to access and sync your email and calendar information. Tap **Yes**.
7. Your mobile device will attempt to sync your email account. The **Setting up account** options screen will appear. You can adjust your email account settings here, including how often your mobile device will check for new emails, how many emails will be synchronized, if you want your calendar to be synchronized, and if you want your device

to send outgoing email from this account by default.



Setting up account

What nickname would you like for this account?

How much email do you want to see on your device?

Messages from past

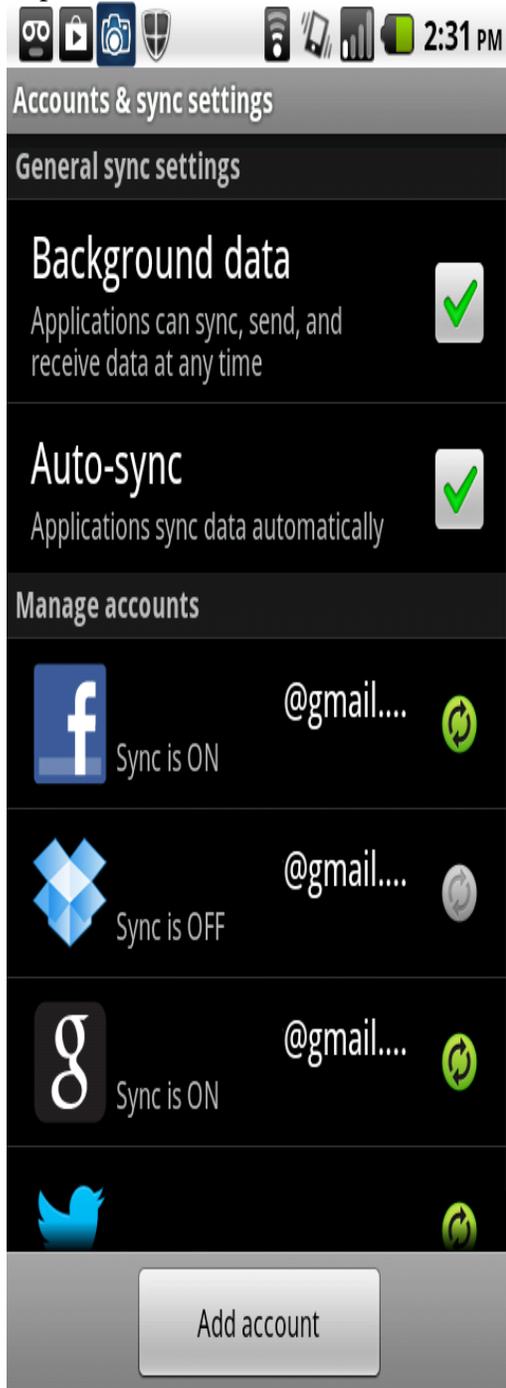
Truncate messages at

Sync mail frequency

8. When you have finished setting your account options, tap **Next**.
9. Your email account is now synced to your mobile device. New emails will appear in the **Outlook.com** app.

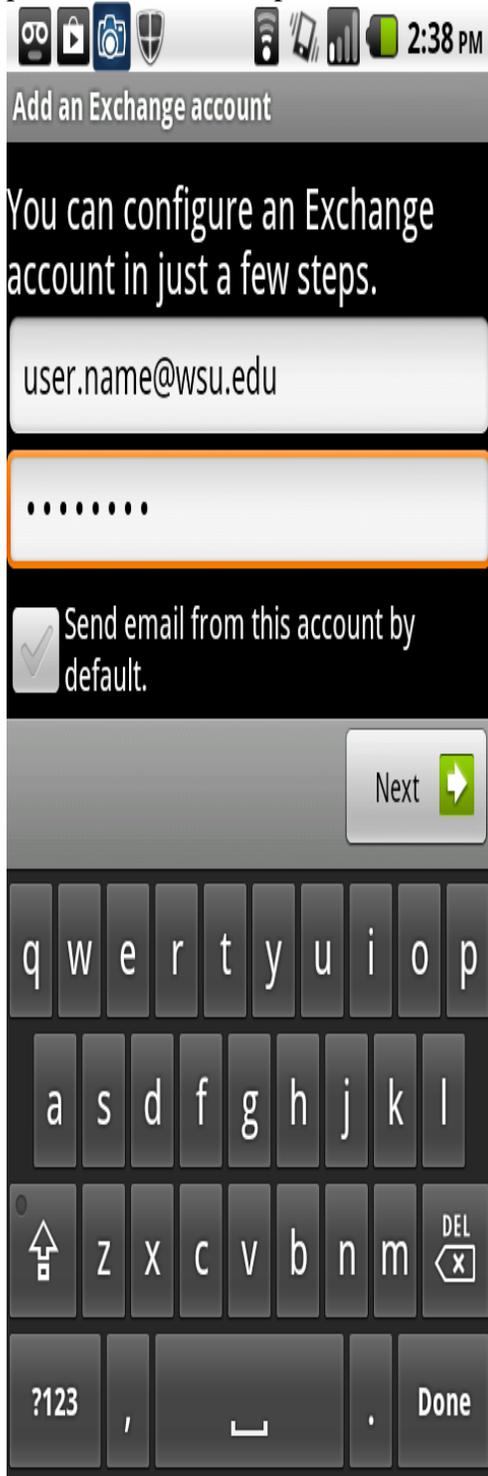
For WSU faculty or staff member accounts:

1. Tap **Settings** and then tap **Accounts & Sync**.
2. Tap **Add Account**.



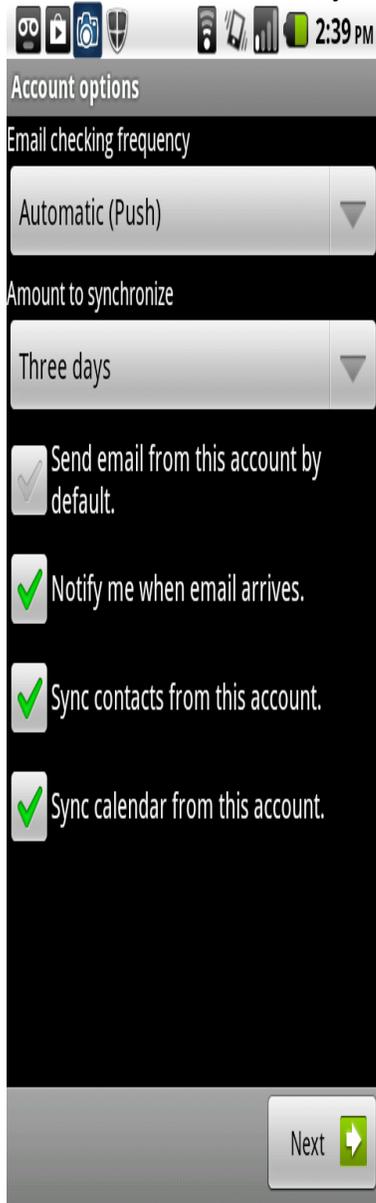
3. Tap **Corporate**.

4. The **Add an Exchange** account screen will display. Enter your email address and password and then tap **Next**.



5. Your mobile device will attempt to sync your email account. The **Account options** screen will appear. You can adjust your email account settings here, including how often your mobile device will check for new emails, how many emails will be synchronized, if

you want your calendar to be synchronized, and if you want your device to send outgoing email from this account by default.



6. When you have finished setting your account options, tap **Next**.
7. If you want to give the account a name, type a name for your email account that you will remember.
(*Example: WSU Email*).
8. Your email account is now synced to your mobile device. New emails will appear in the **Email** app.