Android email setup

*General Instructions. Check with your service provider for specifics regarding your particular device.*

For your Madison Area Technical College email: [Set up Office apps and email on a mobile device - Microsoft](#)

**Add the Outlook for Android app**

For the best experience, Microsoft recommends using the Outlook mobile apps.

- Outlook for Android - Google Play
- Outlook for Android App Information - Microsoft
- Outlook for Android and iOS Help - Microsoft

**-OR-**

Setup your college email in the built-in Android email app

Please read [information and warnings](#) before proceeding.

General instructions - your phone options may differ.

1. Open the email app. Select **Settings**, then **Add Account**.
2. Choose **Exchange** or **Corporate**.
3. Enter your college email address and password.
4. Select **Manual Setup** and **Microsoft Exchange Activesync**
5. **email**: enter your email address - `yourUsername@madisoncollege.edu`
6. **Server field**:
   - For **Office 365 Student and Employee webmail** - enter: `outlook.office365.com`
7. **Domain or Domain/Username**: varies depending on your Android version.
   - Generally, enter your full email address.
   - If Domain and Username are separate text boxes, leave the Domain box empty and type your full email address in the Username box.
   - On some versions of Android, you need to use the domain\username format.
8. **Username**: `yourUsername@madisoncollege.edu` (the full email address is required)
9. **Password**: enter your password
10. **Security**: Select **SSL/TLS, Use Secure Connection** checkbox is checked. Check **Accept all SSL certificates** (if seen), Allow security control or permissions if asked. Tap **Next** and your information will be verified.
11. Select which items you would like to **sync**. Most users leave this as the default settings.
12. Select **Finish**.

Remember to update your password on the Android too whenever you change your password.

**Remove an email account in the built-in Android email app**

To change the account information on your Android, you may need to remove and re-add the account. Your options may vary depending on your Android device.

1. **Settings > Apps > email > Settings > More Settings > Accounts**
2. Tap on the **email account** you want to delete.
3. Tap **Remove** account.