

Sync your Cardinal Mail with your Android



1. Tap the **Applications** button on the home screen



2. Tap the **Email Icon**

A screenshot of the 'Email account' setup screen. The title is 'Email account'. Below the title is the text 'You can set up email for most accounts in just a few steps.' There are two input fields: 'Email address' with the text 'student@student.uiwtx.edu' and 'Password' with a masked password '.....'. Below these fields are two buttons: 'Manual setup' and 'Next'. The 'Next' button is highlighted with a red rectangular box.

3. Enter your **Email Address** and **Password**
4. Tap **Next**

A screenshot of the 'Account type' selection screen. The title is 'Account type'. Below the title is the text 'What type of account is this?'. There are three buttons: 'POP3', 'IMAP', and 'Exchange'. The 'Exchange' button is highlighted with a red rectangular box.

5. Under *Account Type*, select **Exchange**

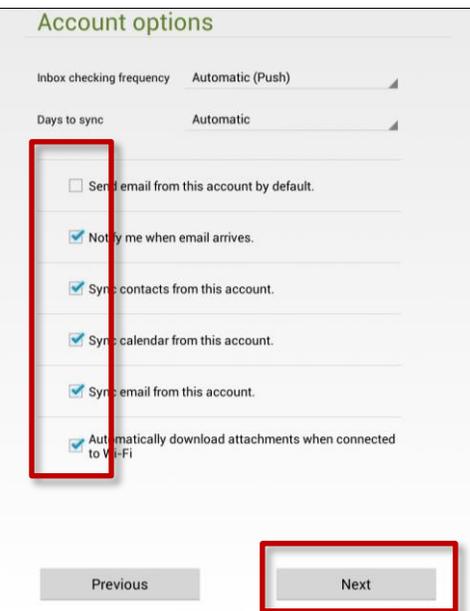
A screenshot of the 'Server settings' screen. The title is 'Server settings'. There are several fields: 'Domain\Username' with the text 'ad\student@student.uiwtx.edu', 'Password' with a masked password '.....', and 'Server' with the text 'outlook.office365.com'. The 'Server' field is highlighted with a red rectangular box. Below these fields are checkboxes for 'Use secure connection (SSL)' (checked) and 'Accept all SSL certificates' (unchecked). There is also a 'Client certificate' section with a 'None' value and a 'Select' button. At the bottom, there is a 'Port' field with the value '443'.

6. Your Server Settings should populate configure automatically. If they do not, manually enter the server information below:

- Domain\Username:
ad\studentname@student.uiwtx.edu
- Password: **Your email password**
- Server: **outlook.office365.com**

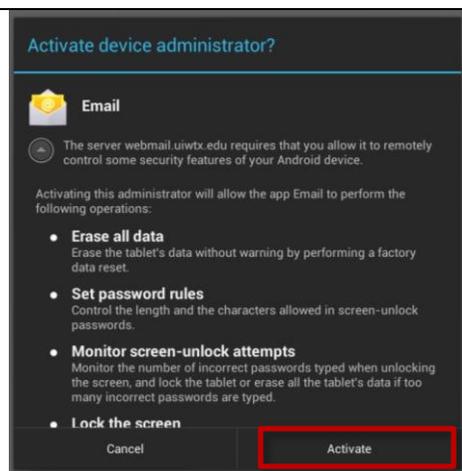


7. On the next screen, tap OK



8. Once successfully configured, select your *account options* by clicking the **checkboxes**

9. Tap **Next**



10. On the next screen, tap **Activate**

11. Your emails will begin to sync and populate to your mailbox within *5 minutes*