Information Technology

Many incoming students have asked how to get their *USA email connected to a mobile device* before they even step foot onto campus.

We love the initiative, and have responded with this nifty guide *on how to get up and running.*

Are students required to link their email to a smartphone and/or tablet—either now or ever? Absolutely not. We just wanted to provide an option *to do so.*

Speaking of options, below are two ways that students can connect with IT *just in case they need our help.*

Ph: 800-241-1027 x7000

E: TechHelp@usa.edu

Add Your USA Email Account to an Android Device

1. Select the **Email** icon from your **App List**.

   Note: Android's Lollipop version uses the Gmail App for all email accounts.

2. At the **Set up Email** screen, enter your USA email address in the **Email** field, using the following format: **username@usa.edu**.

3. Enter your USA email password in the **Password** field, then choose **Next**.

4. Select **Microsoft Exchange ActiveSync** as the type of account.

   Note: some versions Android use Corporate Email *as account type.*

   Your phone will automatically attempt to configure its settings; **if configuration is successful, skip to step 9**.

5. **If configuration is unsuccessful**, you will be asked for more information; complete the fields according to the following:

   Email: username@usa.edu

   Domain\username: USA\username

   Note: be sure to include the **backslash** \

   Password: Your USA email password

   Exchange Server: Delete any information that may be listed, and enter the following: **outlook.office365.com**

   ☑ Place a check in the box for **Use Secure Connection (SSL)**
   ☒ Leave the box empty for Use Client Certificate

6. Choose **Next**.

7. Leave the **default** setting for **Account Options**.

8. Choose what you want to be synced, such as **mail, contacts, calendars**, etc.

9. Choose **Next**.

10. Choose **Activate**.

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