



## IT Service Desk Tutorials:

Office365

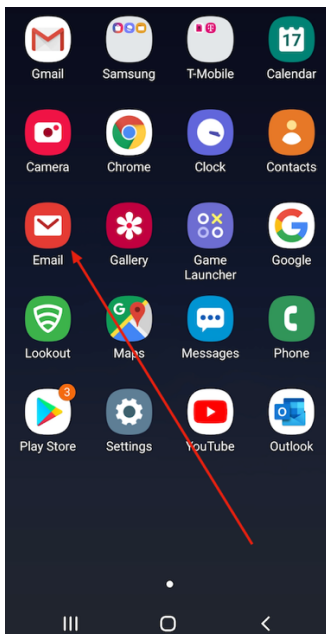
How to Configure the Native Email App for Android (Set up Email. Using a Samsung Android)

**Purpose: To Setup, Install and configure the Native email for Android (Samsung) with UL Lafayette Email (Including Contacts & Calendars).**

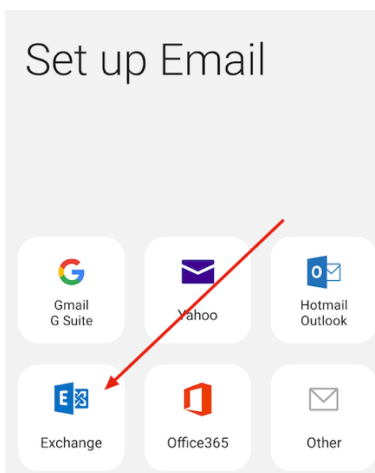
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### Steps:

Find and Open the Native Email app on your Phone (Some Phone email apps may look different to this example)



Select Exchange:



Add your email which is [ULID@louisiana.edu](mailto:ULID@louisiana.edu)... Then enter your password. At this point you need to Choose Manual Setup:

< Add new account

ULID@louisiana.edu

.....

Show password

Manual setup Sign in

Email Address should be [ULID@louisiana.edu](mailto:ULID@louisiana.edu) as well as the "Domain\username"... for the "Exchange Server" enter "outlook.office365.com and then choose NEXT.

< Exchange server settings

ACCOUNT

Email address  
ucsstrainingmgr@louisiana.edu

Domain\username  
ucsstrainingmgr@louisiana.edu

Password  
.....

Show password

Server settings

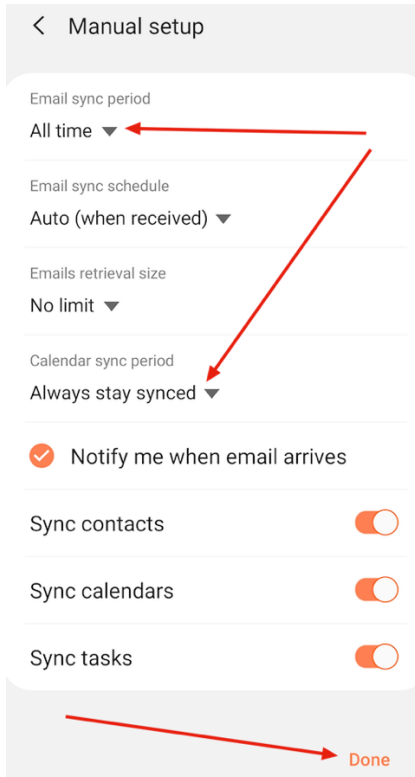
Exchange server  
outlook.office365.com

Use secure connection (SSL)

Use client certificate

Next

On this page, you can set your Email sync to be for “All Time” and your Calendar to “Always Stay Synced” (Some phones may not have this option).



Once you hit done, your email should come up on your phone. Contacts & Calendars should be Synced as well.

