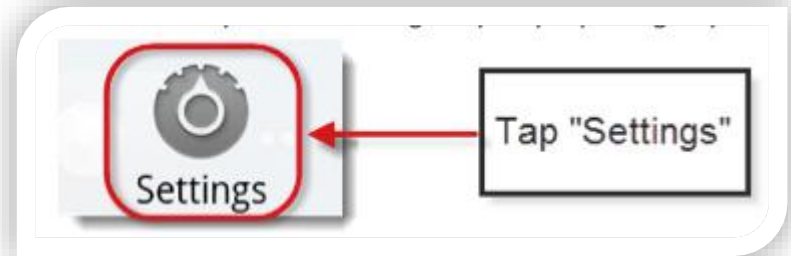


GUIDE FOR ALUMNI EMAIL CONFIGURATION FOR ANDROID

IT SERVICES, ALFAISAL UNIVERSITY

1. Press the **Menu** button and tap **Settings**.

NOTE: The way to access settings may vary depending on your type of phone.



2. Tap **Accounts & Sync** in the *Settings* dialog box



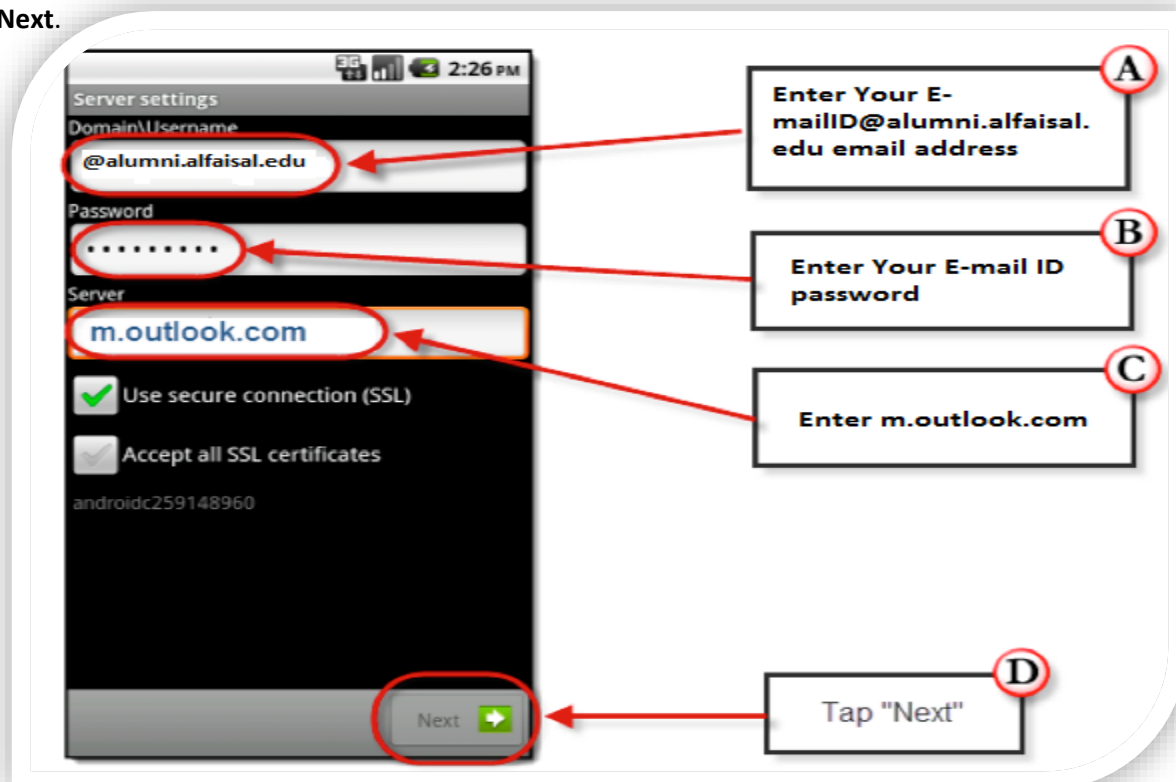
3. Tap **Add account** in the *Accounts & sync settings* dialog box.



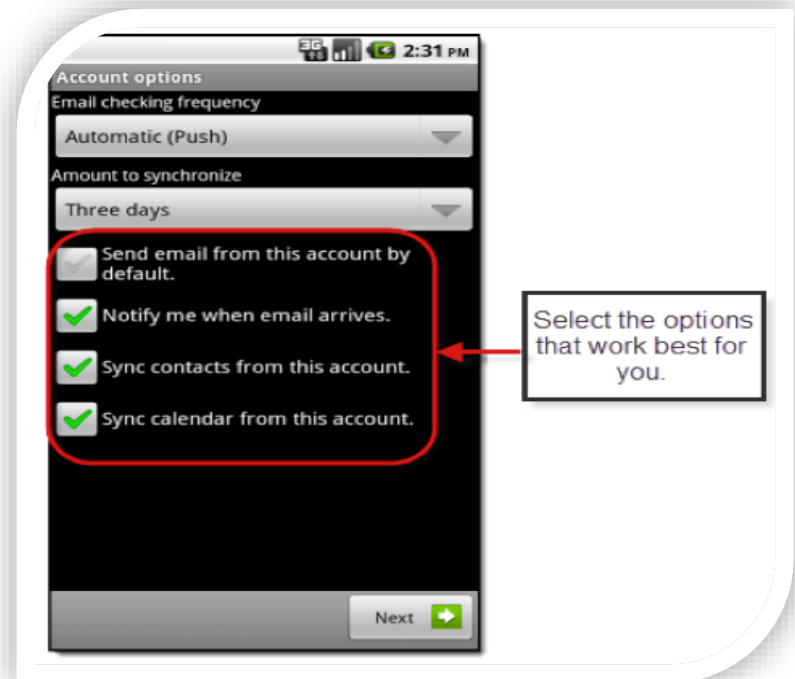
4. Tap **Exchange ActiveSync**
5. In the *Add an Exchange Account* dialog box:
 - A. Enter your **Alfaisal Alumni e-mail address** (Email ID followed by “@alumni.alfaisal.edu”) in the *E-mail Address:* field.
 - B. Enter your **Email ID password**.
 - C. Tap **Next**



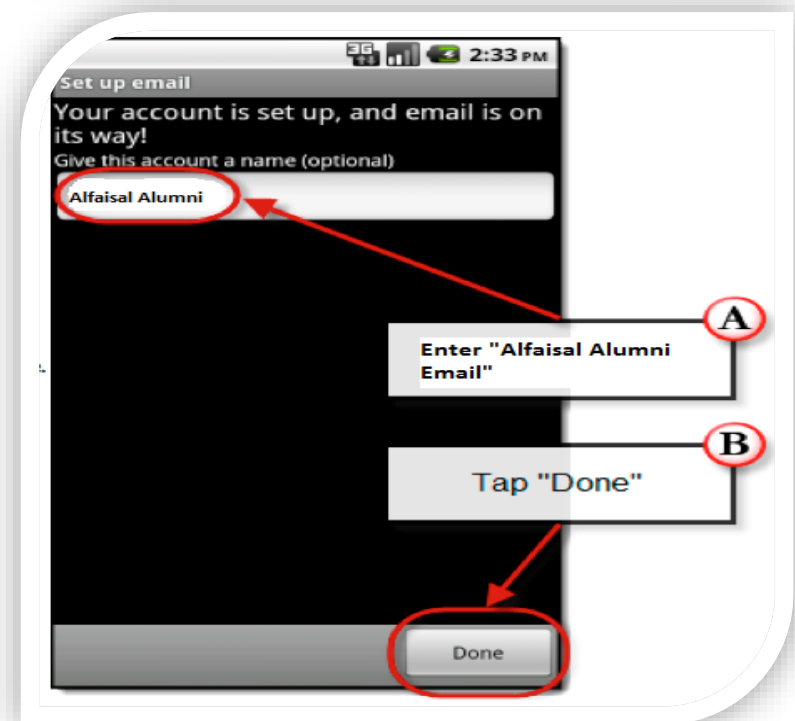
6. In the *Server Settings* dialog box:
 - A. Enter your **E-mailID@alumni.alfaisal.edu e-mail address** in the *DomainUsername* field
 - B. Enter your **E-mail ID password** in the *Password* field.
 - C. Enter **m.outlook.com** in the *Server* field
 - D. Tap **Next**.



7. Select your settings in the *Account options* dialog box and tap **Next**.



8. Enter "Alfaisal Alumni" for the account name in the *Set up email* dialog box and tap **Done**.



9. Return to your home screen and open your e-mail application

If you have questions, or need assistance, please contact the IT Services <http://itsupport.alfaisal.edu/portal>