

GUIDE FOR ALUMNI EMAIL CONFIGURATION FOR ANDROID

IT SERVICES, ALFAISAL UNIVERSITY

 Press the Menu button and tap Settings. NOTE: The way to access settings

may vary depending on your type of phone.

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	Tap Octangs

2.	Tap Accounts & Sync in the Settings dialog
	box

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	Privacy

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



- 4. Tap Exhange ActiveSync
- 5. In the Add an Exchange Accountdialog 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

Add an Exchange account You can configure an Exchange account in just a few steps.	Enter Your Alfaisal Alumni E-mail Address
emailID@alumni.alfaisal.edu	Enter Your E-mail ID password
Next 💽	Tap "Next"

- 6. In the Server Settingsdialog 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.

Server settings	Enter Your E- mailID@alumni.alfaisal	
@alumni.alfaisal.edu	edu email address	
Password	-	
Server	Enter Your E-mail ID password	
m.outlook.com		
Vse secure connection (SSL)	Enter m.outlook.com	
Accept all SSL certificates		
androidc259148960		
	Tap "Next"	

 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 IT Support