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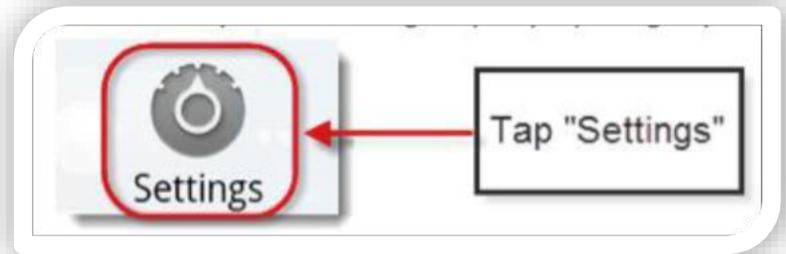
2. Tap **Accounts & Sync** in the *Settings* dialog
    box

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

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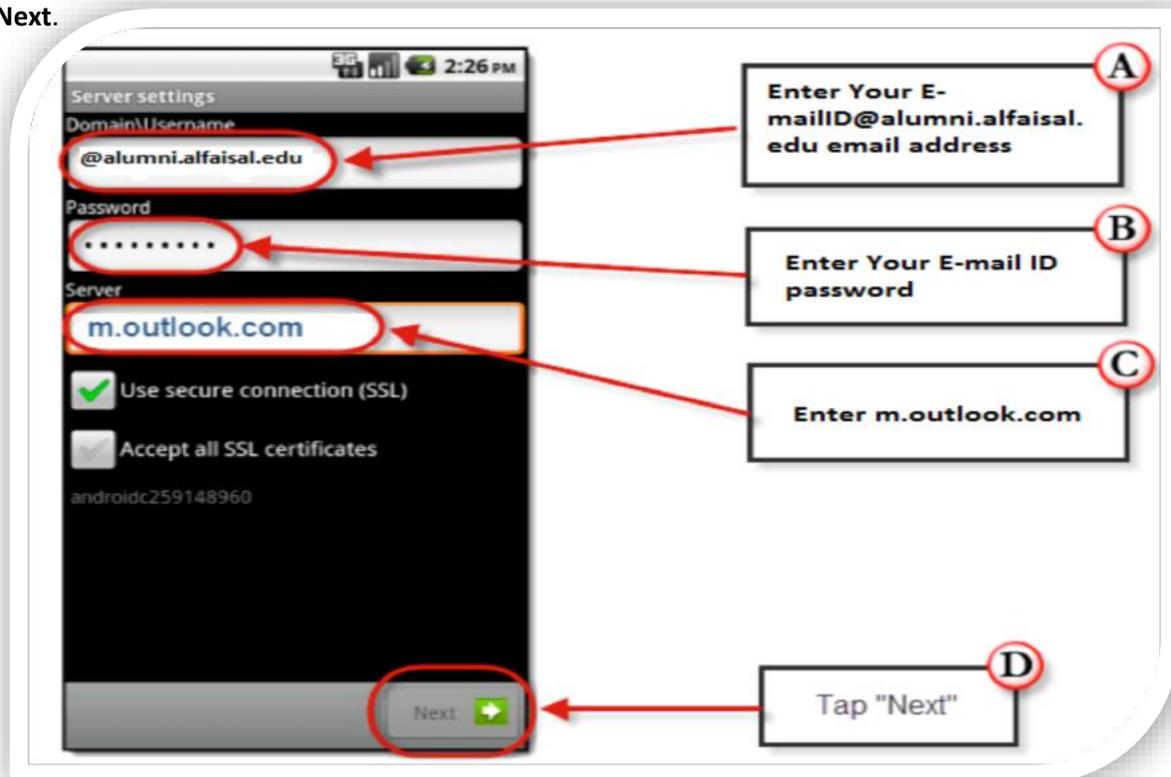
7. Select your settings in the *Account options* dialog box and tap **Next**.

Select the options that work best for you.
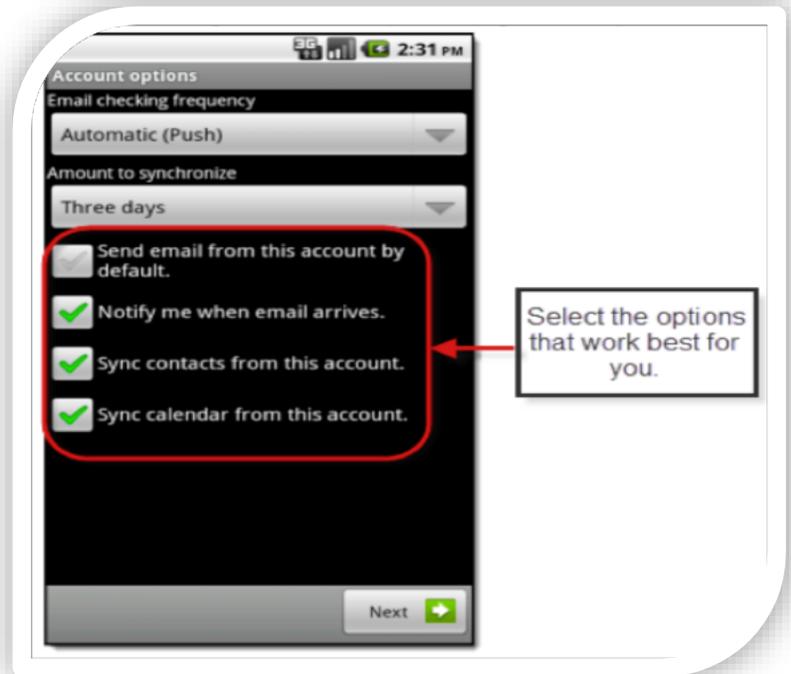
8. Enter "Alfaisal Alumni" for the account name in the *Set up email* dialog box and tap **Done**.

A Enter "Alfaisal Alumni Email"

B Tap "Done"
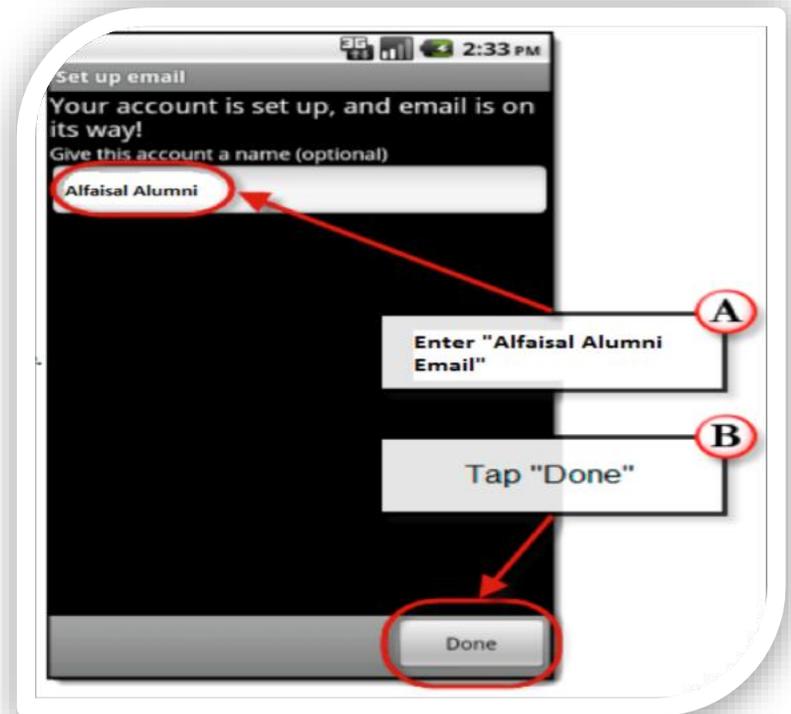
9. Return to your home screen and open your e-mail application

If you have questions, or need assistance, please contact the IT Services IT Support