If you want to use the email app on your device to manage your University email, you can add the account to your device. Alternatively, you can install the Outlook for Android app to manage your University email. See our guide Outlook App for Android devices on Toolkit for instructions on installing and using the app.

These instructions have been written for Android OS 7.x. If your Android OS is an older or newer version, some of the steps may be different.

1. Remove the old Account Settings

   Note: If you have *not* previously connected your Android device to University email, you can skip this step and go straight to step 2.

   1. Tap **Settings**, then scroll down and tap **Accounts**.
   2. Tap **Exchange**.
   3. Select your **University Account** from the list of accounts displayed – this can be a drop down menu.
   4. Tap the three dots at the top right of the screen.
   5. Tap **Remove Account** and confirm when prompted.

2. Add your University email Account

   1. Tap **Settings**, then scroll down and tap **Accounts**.
   2. Scroll down and tap **Add Account**.
   3. Tap **Exchange**
      - Type *youruserid@abdn.ac.uk*, e.g. s99jb7@abdn.ac.uk
      - Tap **Next**.
      - Type your University password.
      - Tap **Next**.
      - Tap OK to confirm the Redirect request (if this appears)
   4. Check the details in the **Incoming server settings** screen
      - Domain: **Username** = *youruserid@abdn.ac.uk*
      - **Password**: = your University password
      - **Server** = outlook.office365.com
      - **Security type** = SSL/TLS
   5. Tap **Next**.
   6. When prompted, confirm your acceptance of remote security administration. This ensures that your device complies with the University-recommended security settings.
   7. If you are prompted, tap **Activate this device administrator**.
   8. Tap **Next**.
   9. You may be asked to name the account – this is simply how the account will appear and be referred to on your device. Choose something appropriate, for example your email address, or ‘work’.
   10. Close **Settings**.