

Staff email – Connecting your Android device

We recommend using the official **Outlook app for Android** to connect to your University email and calendar. See our guide in the Toolkit [Staff Email](#) resource for instructions on installing and using this app.

However, if you want to add your University email account to the built-in Android Mail app you can follow this guide.

These instructions have been written for Android OS version 10. Older versions may not support Modern Authentication which is required for Office 365 accounts that have been enabled for MFA.

Note: You **must** have an unlock passcode/pattern set up on your Android device to access your University email.

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 and Back up**.
2. Tap **Accounts**.
3. Tap **Exchange**.
4. Select your **University Account** from the list of accounts displayed – this can be a drop-down menu.
5. Tap the three dots at the top right of the screen.
6. Tap **Remove Account** and confirm when prompted.

2. Add your University email Account

1. Tap **Settings**, then scroll down and tap **Accounts and Back up**.
2. Tap **Accounts**.
3. Scroll down and tap **Add Account**.
4. Tap **Email**¹
5. Tap **Exchange**
 - Type ***youruserid@abdn.ac.uk***, e.g. s99jb7@abdn.ac.uk
 - Tap **Next**.
 - Type your University password.
 - Tap **Next**.
6. You will be directed to University page where you need to enter your password again.
7. If your account has been set up for MFA, you will be prompted for your second method of authentication.
8. 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'.
9. Your University email account has now been added to Android mail.

¹ If you choose Exchange at this point and work through process your University email will be added to the Gmail app.