

**Title: Adding a WCTC Student Exchange Email Account to an Android Device**

**Keywords:**

Student

Email

Android

**Add a WCTC Office 365 Student Email Account to an Android Device.**

1. Tap your menu button and tap settings.
2. Tap Accounts and Sync (if you do not see Accounts and Sync skip to step 3)
3. Tap Add Account
4. Tap Microsoft Exchange or Exchange ActiveSync.
5. Type your WCTC email address and password and choose MANUAL SETUP
6. Enter the following account information:
  - For the DOMAIN\USERNAME the domain is wctc and the username is your full WCTC email address. It should appear like wctc\username@my.wctc.edu. If Domain and Username are separate text boxes in your version of Android, type wctc into the domain box and type your full e-mail address ([username@my.wctc.edu](mailto:username@my.wctc.edu)) in the username box.
  - For the PASSWORD box use the password that you use to log into your WCTC email account.
  - For the EXCHANGE SERVER address box type in m.outlook.com
7. Tap Next.
8. As soon as your phone verifies the server settings, the Account Options screen displays. The options available depend on the version of Android on your device. The options may include the following:
  - Email checking frequency: The default value is Automatic (push). When you select this option, e-mail messages will be sent to your phone as they arrive. We recommend only selecting this option if you have an unlimited data plan.
  - Amount to synchronize: This is the amount of mail you want to keep on your mobile phone. You can choose from several length options, including One day, Three days, and One week.
  - Notify me when email arrives: If you select this option, your mobile phone will notify you when you receive a new e-mail message.
  - Sync contacts from this account: If you select this option, your contacts will be synchronized between your phone and your account.
10. Tap Next and then type a name for this account and the name you want displayed when you send e-mail to others. Select Done to complete the e-mail setup and start using your account.

## POP or IMAP

(We recommend that you set up an Exchange account on your device instead of using a POP or IMAP account. When you set up an Exchange account, you'll be able to access and synchronize your e-mail, calendar, and contacts. If you already have a configured Exchange account and your device does not allow multiple Exchange accounts, use IMAP or POP).

1. From the home screen, tap **Applications > Settings > Accounts & sync > Add account > Manual setup**.
2. On the **Incoming settings** screen, in the Protocol drop-down menu, select IMAP or POP3. We suggest you select IMAP because it supports more features.
3. In the **Email address** and **Username** text boxes, enter your full e-mail address ([username@my.wctc.edu](mailto:username@my.wctc.edu)) and then select Next.
4. In the **Password** text box, enter your password.
5. In the **IMAP server** or **POP3 server** text box, enter your IMAP or POP server name, which is:

POP setting

Server name: pod51000.outlook.com

Port: 995

Encryption method: SSL

IMAP setting

Server name: pod51000.outlook.com

Port: 993

Encryption method: SSL

6. Tap Next
7. On the **Outgoing server** settings screen, the Login required option should be selected for you, and the **Username** and **Password** text boxes should be filled in.
8. In the SMTP server text box, enter the SMTP server name which is:  
  
Server name: pod51000.outlook.com  
Port: 587  
Encryption method: TLS
9. Tap Next
10. In the **Account name**, text box, enter a name your account (for example “Office 365 email” or “Work email”). In the **Your name** text box, enter the name you want displayed when you send e-mail to others and then select **Finish Setup**.