MINNESOTA STATE UNIVERSITY
MOORHEAD™

Topic: How to add your MSUM email account to an Android Device

(These instructions may vary on device makes and models)

Add MSUM Email Account on an Android Device

1. From the **Applications List** select **Settings**. Then choose **Accounts** or **Accounts and Sync Settings**.
2. Click the **Add Account** button.
3. Select **Outlook** or **Exchange** (*may also be listed as **Corporate***)
4. Email Address field: Enter your appropriate StarID account information. Click **Next**.
   Students: <Your StarID>@go.minnstate.edu
   Faculty and Staff: <Your StarID>@minnstate.edu
5. Password: Enter your StarID password. Click **Next**.
6. Acccept any remote security and activation screens by clicking **OK, Next or Continue**.
7. It should auto discover the server information. If not, the server name is **Outlook.office365.com**. Click **Next**.
8. Accept any remote security and activation screens by clicking **OK, Next or Continue**.
9. Continue through any remaining screens to finalize the setup to complete the process.

**Instructions may vary based on the device manufacturer and OS version.

If you are ever prompted for server or domain information, please use the following as needed:

Domain: mnstate
Incoming Server: outlook.office365.com
Outgoing Server: smtp.office365.com

Delete an Exchange Email Account on an Android Device

1. Open E-mail application
2. Click **Menu** button at the bottom of screen
3. Click **Accounts**
4. Select and Hold the account to be deleted

For More Information

Please contact Information Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.