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. Accept 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.