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

(These instructions may vary on device makes and models)

### Add an Exchange 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 Microsoft Exchange ActiveSync (may also be listed as Corporate)
4. Enter the following information:
   - Email address: Your @mnstate.edu email address (e.g., joedragon@mnstate.edu)
   - Password: your StarID password
5. Click Next.
6. Enter the following information:
   - Username: (StarID)**
   - Password: your StarID password (should already be filled in)
   - Domain: mnstate.edu
   - Exchange server: mail.mnstate.edu - Ensure that the box for Use secure connection (SSL) is CHECKED
7. Then click Next.
8. Choose your preferences for email checking frequency, amount to synchronize, notifications, etc. Click Next.
9. You can give the account a name if you want (e.g., mnstate email), and then fill in your name as you want it to appear on outgoing messages (e.g., Joe Dragon). Then click Done.

**Instructions may vary based on the device manufacturer and OS version. If setup fails when completing the steps above, please try changing the Username field to reflect mnstate\(StarID) in Step #6 and try the setup instructions again.

### 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.