Step-by-step guide

NOTE: Android OS varies by manufacturer and software version, please contact the SOM Helpdesk if these instructions do not match your device.

1. From the Home screen press the Menu button, and then select **Settings**. You also can get to Settings by bringing up Applications and then selecting Settings from the list.

2. Select **Accounts & Sync** from the settings list.
NOTE: If you are reconfiguring your Yale account, you should remove the existing account at this point. Tap “Exchange Activesync,” then tap “Remove Account” twice. Proceed to step 3.

3. Press Add account button.
4. Select Corporate from the list.
5. Enter the requested information and then press **Next**.

Email address: Your Yale email address (ie: first.last@yale.edu)

Password: Your Yale NetID password.
6. Fill in additional information and then press **Next**.

- **Domain:** *leave blank*
- **Username:** YourFirst.Last@yale.edu
- **Password:** Your Yale NetID password
- **Exchange server:** outlook.office365.com
Check **User secure connection (SSL)**

7. Default settings offer most consistent syncing, but adjust as you prefer and then press **Next**.
8. Assign a Name to the account and then press **Done**.
9. Exchange requires that security settings on your device be changed, select **Activate** if you wish to complete the configuration.
Activate device administrator?

Email

Activating administrator will allow Email to perform following operations

⚠️ Delete all data
   Perform factory reset, deleting all data without confirmation

⚠️ Reset password
   Resets your password. Administrator will send you temporary password to log in

⚠️ Limit passwords
   Restricts password types to use

⚠️ Recover password
   Allow to recover the password to unlock the device.

⚠️ Expire password
   Allow to expire the password and make

[Activate] [Cancel]

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