

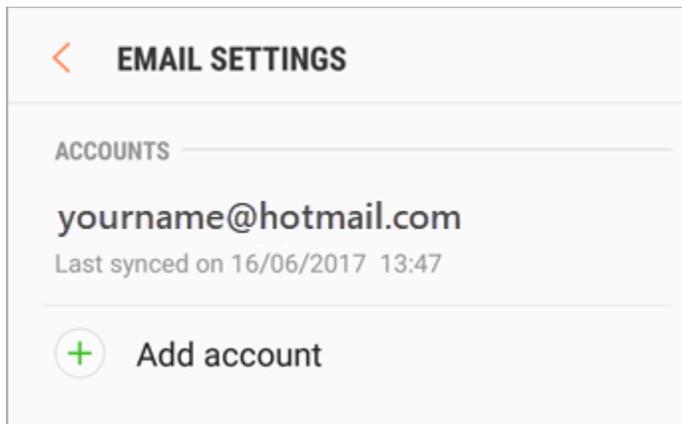
How to Set up College Email on the Android Native Email App

Android mail apps may look different across different devices, and these directions may not exactly match the options you see. Use these steps as a guide or consult the manufacturer's help for your particular device.

Samsung Email App

Open the Samsung Email app and tap **Add Account** if it's your first time.

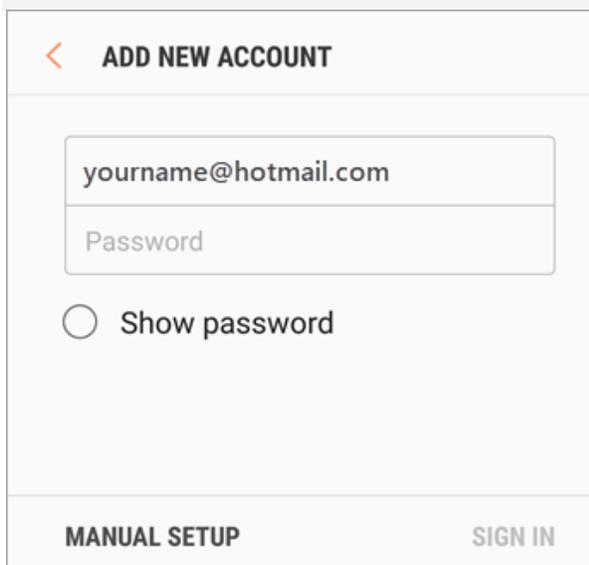
Or, go to **Settings** in the app > **Add account**.



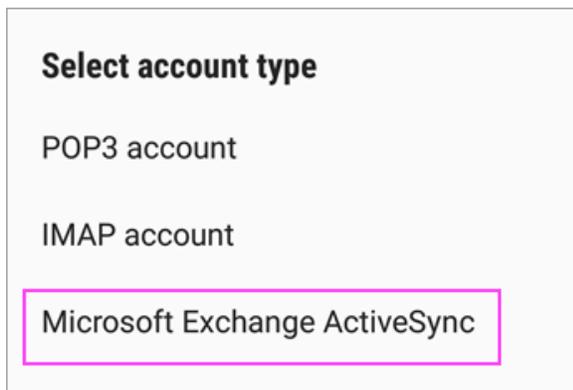
Enter your college email address and password.

Tap **Sign in**.

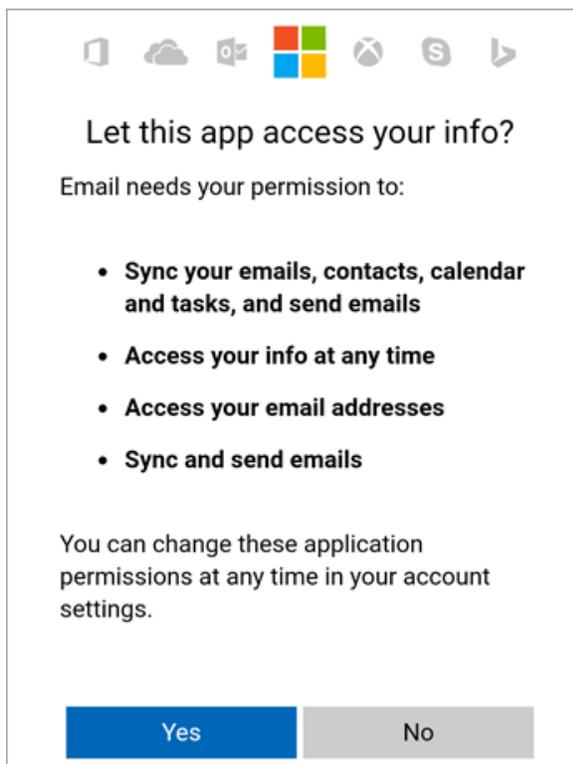
Note: If the email app detects your provider, you may be redirected to a different sign in screen.



If you're prompted to select account type, choose **Microsoft Exchange ActiveSync** to sync contacts and calendars.



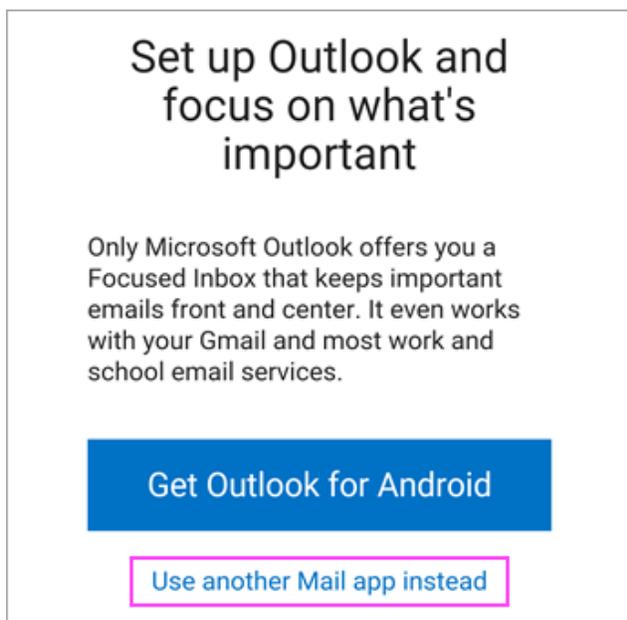
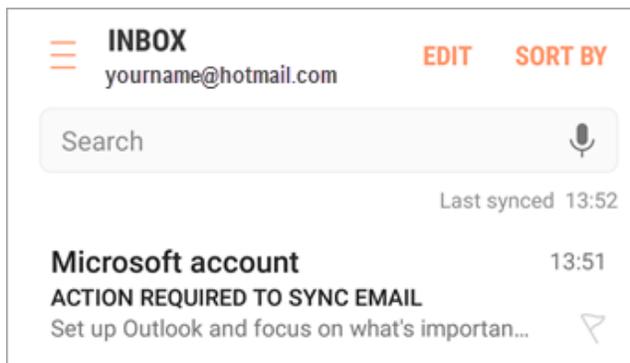
Tap **Yes** or **Ok** to confirm settings and permissions. What you see may vary depending on what kind of account you're setting up.



If you've turned on two-step verification, you'll verify your identity with your chosen method.

Syncing email, calendar, contacts, and tasks may take a few minutes.

If you see an email that says "**Action Required to Sync**," open it and tap **Use another Mail app instead**. If you don't see this message, skip this step.

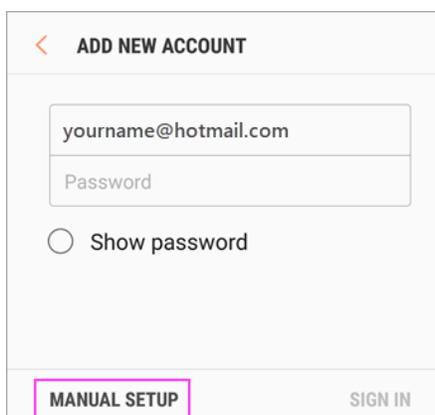


If you're still unable to set up your email, try the **Manual Setup for Samsung Email** app steps below:

Open the Samsung email app.

Go to **Settings > Add Account**.

Enter your full email address and password. Tap **Manual Setup**.



Select **Microsoft Exchange ActiveSync**.

Select account type

POP3 account

IMAP account

Microsoft Exchange ActiveSync

For server settings, set the following if available:

Incoming Server Settings

- **Domain\Username**

Make sure your full email address appears. For example, username@chabotcollege.edu, username@laspositacollege.edu, or username@clpccd.org.

- **Password**

Use the password that you use to access your email.

- **Exchange Server**

Use **outlook.office365.com** for any work or school accounts hosted on Microsoft 365 for business.

For more information go to this [Microsoft Support webpage](#).