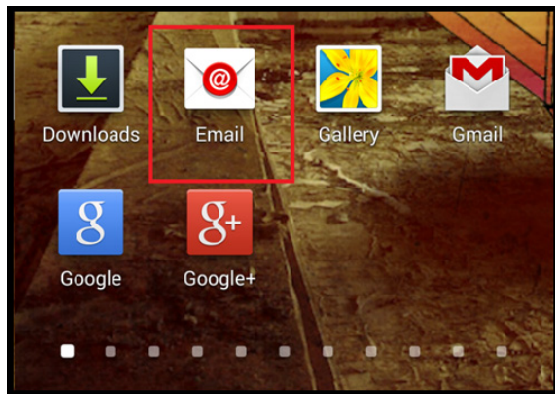


Email Setup: Android (Faculty/Staff)

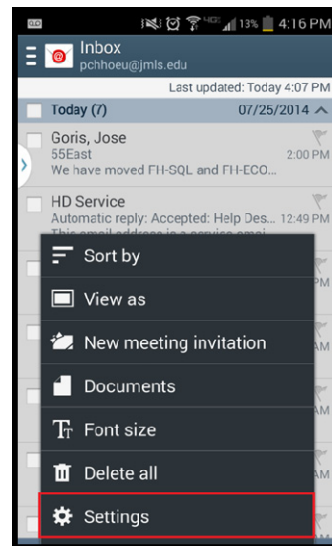
Below are instructions for setting up **JMLS student email** on a mobile device running Android.

1. Navigate to your **e-mail client application**.

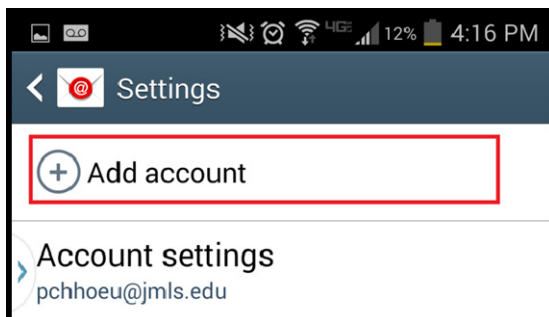
Note: Depending on your previous configurations, you may have to navigate to Settings to add another e-mail account. If not, skip steps 2 and 3.



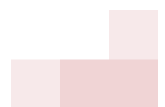
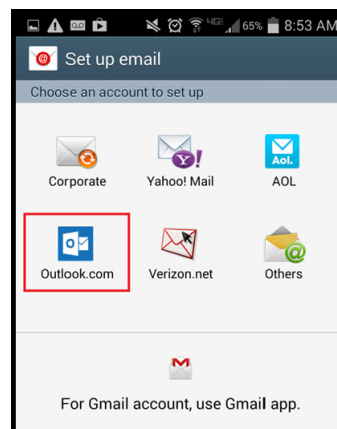
2. From your inbox, go to **Settings**.

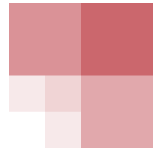


3. Under Settings, go to **Add Account**.

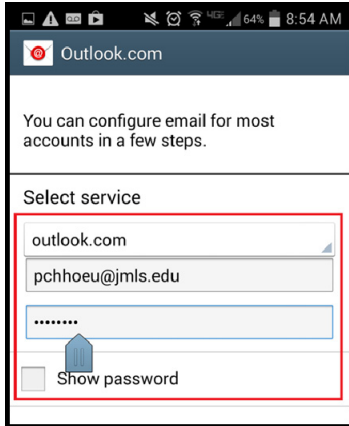


4. **Faculty and staff** set up the email account as **Outlook.com**.

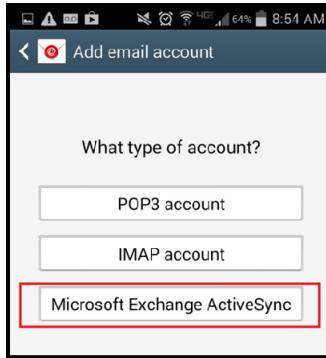




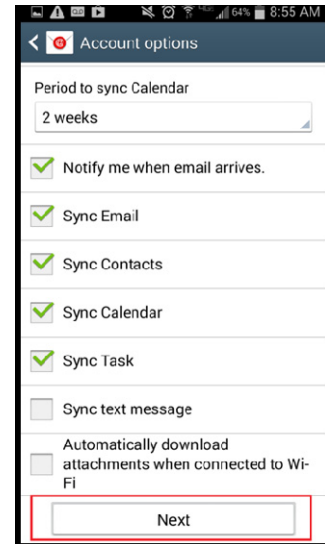
5. Enter your **email address** and password then click **Manual setup**.



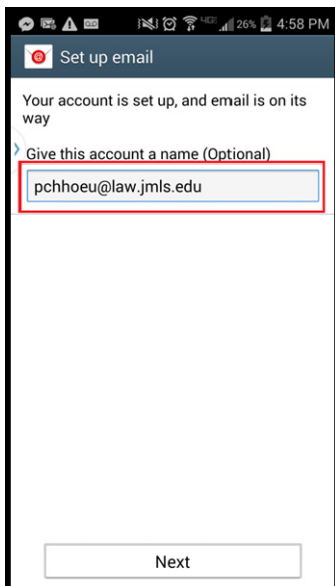
6. When asked what type of account, select **Microsoft Exchange ActiveSync**.



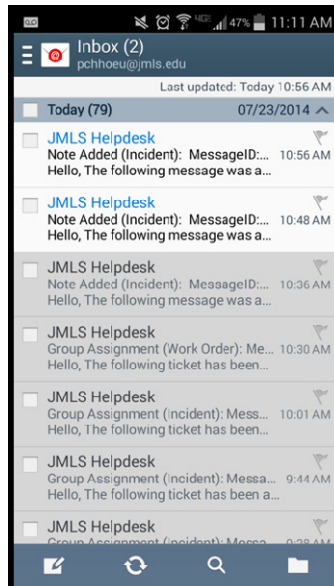
7. Under Account options, set your personal **preferences**. Click **Next**.



8. Set your **name** for the account. Click **Next**.



9. Click **Done**. Now you are able to access your inbox from your device.



Questions?

Please contact the ITS Help Desk via the **Help Desk Portal** at helpdesk.jmls.edu, by phone at 312/427-2737 x550, or by email at helpdesk@jmls.edu. Or visit us in Room 733, 7th floor, State Street Building.

