Adding E-mail to an Android Phone

1. Open your e-mail application. Click on Add Account

2. For e-mail address, enter your first name and last name (together, with no spaces) along with @student.olympic.edu. For example: bilbobaggins@student.olympic.edu

3. Enter your password. Remember, if you use a mobile device to see your email, you must change your password on your mobile device every time you change the password for your user account.

4. Click on Manual setup

5. Select POP3 account or IMAP account (your choice). The instructions below apply to setting up a POP e-mail account:
   
   a. For e-mail address and user name, enter the same e-mail address that you used in step 2.
   b. Server name: outlook.office365.com
   c. Port: 995
   d. Encryption Method: SSL
   e. Delete email from server: Never
   f. Outgoing Server: outlook.office365.com
   g. Security Type: TLS
   h. Port: 587
   i. Select “Authentication required before sending emails”
   j. If necessary, re-enter your username and password for the outgoing server credentials.
   k. Click on “sign in”

6. Sync Schedule: Select a frequency for checking for new messages, as desired.

7. (optional). Enter the name of the account and the name you want to use for the outbound email.
POP and IMAP settings

Use the information on this page if you need to use POP or IMAP to connect your mailbox.

**POP setting**
- Server name: outlook.office365.com
- Port: 995
- Encryption method: SSL

**IMAP setting**
- Server name: outlook.office365.com
- Port: 993
- Encryption method: SSL

**SMTP setting**
- Server name: smtp.office365.com
- Port: 587
- Encryption method: TLS

**POP options**
- Send event invitations in iCalendar format: [ ]
- Don’t send receipts for messages that have been read: [ ]

**IMAP options**
- Send event invitations in iCalendar format: [ ]
- Don’t send receipts for messages that have been read: [ ]