Email Setup on Android Phone

1. Click on Settings. Tap **Accounts and Passwords** and select **Add Account**.
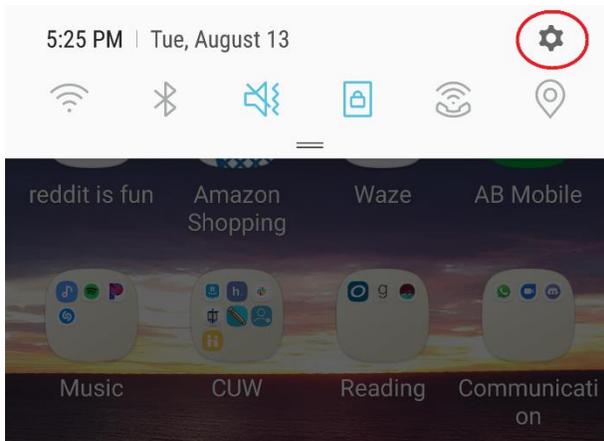
2. Select **Microsoft Exchange**.
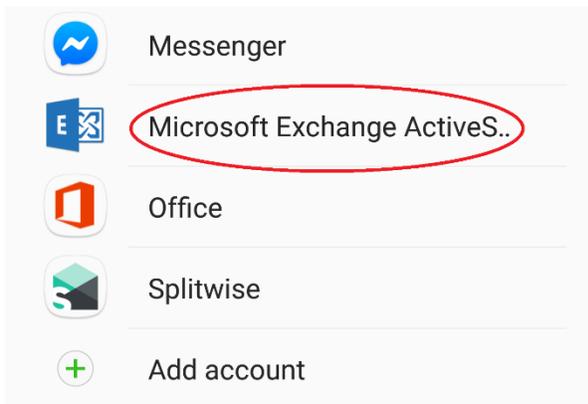
3. Enter Concordia email as well as your Portal Password. Tap **Sign In**.
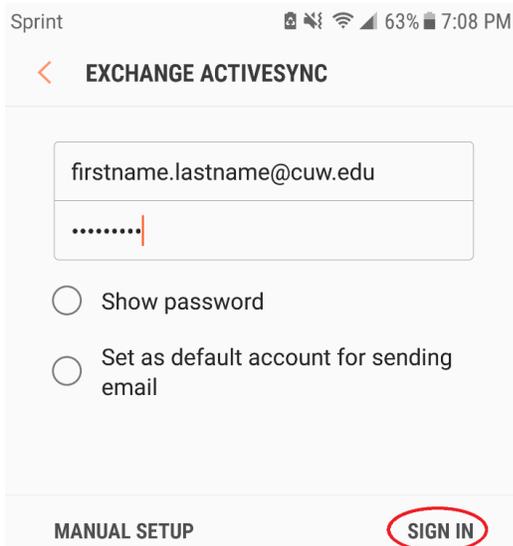
4. If it fails to connect, keep the previously entered information. Under **Domain\Username** enter your **CUW email** after the backwards slash. Select **Next**.
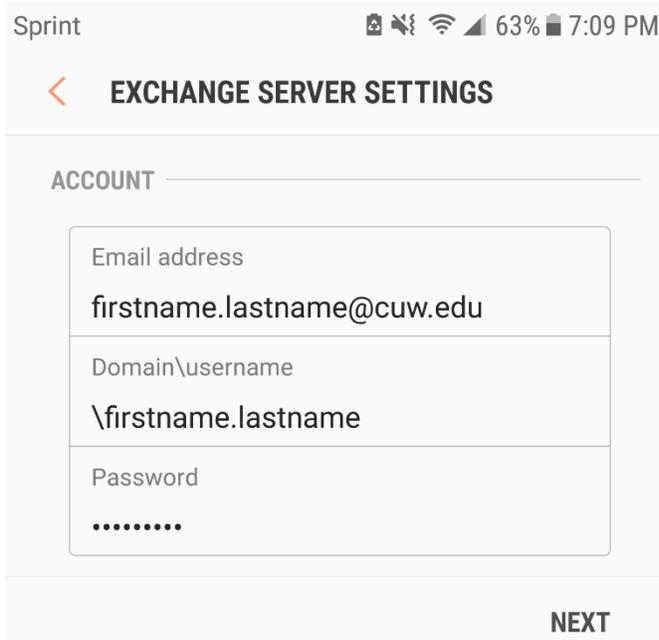
5. Under Exchange Server enter **outlook.office365.com**. Select **Next** to sign in.

6. Select **Activate**. If asked, create a name for your new email.