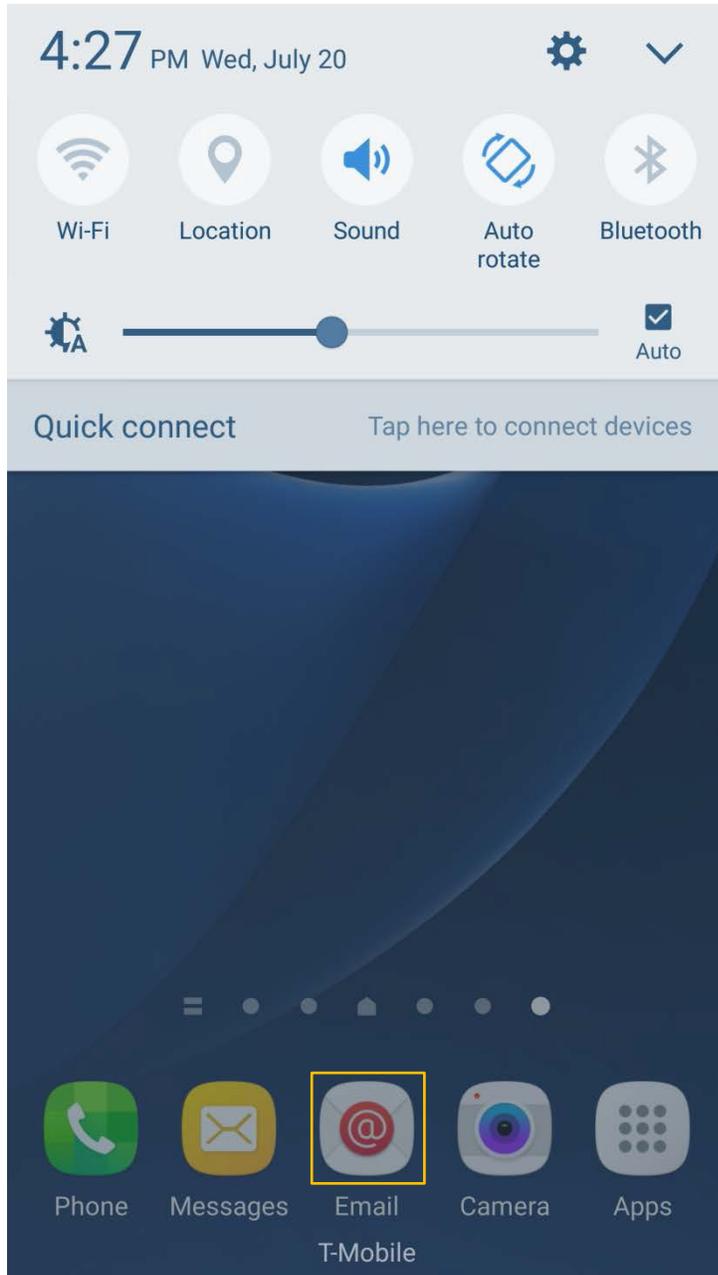


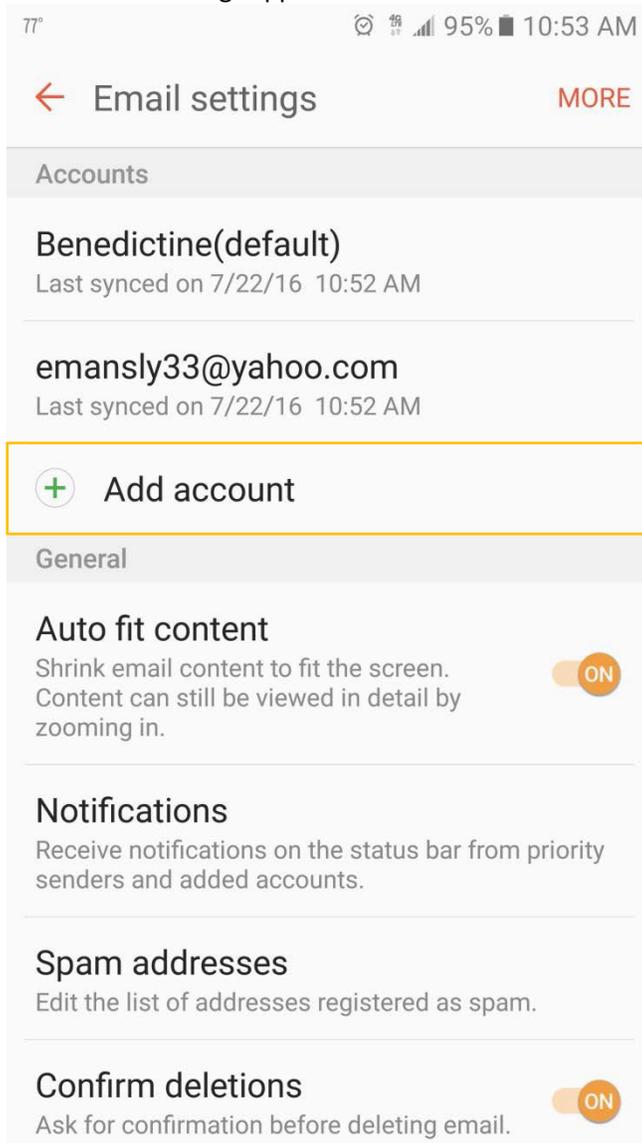


# How to Setup Email on an Android Device

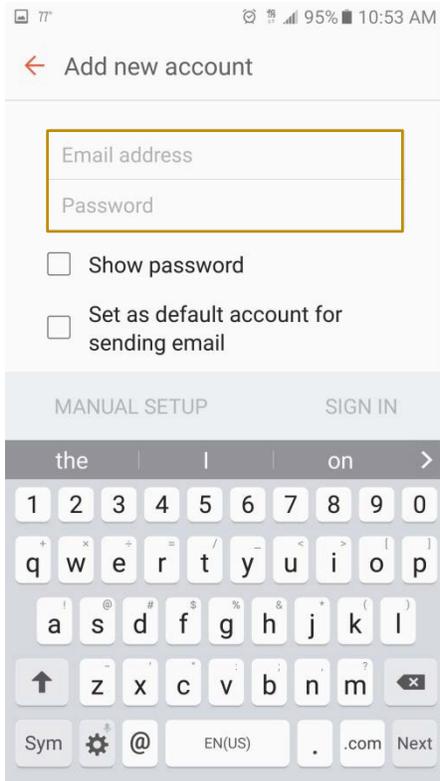
1. Navigate to your settings Email App on your Android or Tablet, which looks like a Letter with the Ampersand symbol



2. In the Email settings app select **“Add account”**



3. The first screen in **“Add new account”** will request your account information. Type in your:
  - a. email address
  - b. Password



See Note at the Bottom of page 6 for user ID and password information

4. If automatic setup fails then select “Manual setup” and it will expand the window and you will have to fill some more information:
  - a. For server type “outlook.office365.com”
  - b. For user name enter your username
  - c. Re-Type your password

See Note at the Bottom of this page for user ID and password information

The screenshot shows an iPhone 'Account' setup screen. At the top, the status bar displays 'T-Mobile', '10:14 AM', and '85%' battery. Below the status bar, there are three buttons: 'Cancel' on the left, 'Account' in the center, and 'Done' on the right. The main content area consists of several rows, each with a label on the left and a text field on the right. The rows are: 'Email' with 'fchristian@ben.edu', 'Server' with 'outlook.office365.com', 'Domain' with 'Optional', 'Username' with 'fchristian@ben.edu', 'Password' with a series of dots, and 'Description' with 'BEN'. At the bottom, there is an 'Advanced Settings' row with a right-pointing arrow. The background is a light purple color.

**\*\*Note**

The username for staff and faculty would be **the first letter of your first name and your last name.**  
The username for students would be your **BenU ID (7 digit number)** with the “b” in front.

Your password is the same while logging on across campus. If you forget your password you can reset it at **the password reset page** on the Benedictine website:

For Staff\Faculty <http://www.ben.edu/setpswd/staff.cfm>

For Students <http://www.ben.edu/setpswd/student.cfm>

5. At the final screen you can select which information you want downloaded to your mobile device. Click on **save** and your account creation is completed
  
6. Please visit the **Help Desk** on the second floor of Kindlon room 228 if you need further assistance or contact them at 630-829-6684 and [helpdesk@ben.edu](mailto:helpdesk@ben.edu)