



# How to access your student email account from an Android device

You can set up your student email account on an Android device (phone or tablet). Most people connect via the Mail app, however you also have the option to connect using Microsoft's Outlook app. Both methods are included in this document.

**Note** - if you access email or other university systems with your own device, you **MUST** set a passcode to prevent other people accessing your data or pretending to be you!

For more information, see [Email services for students](#) on the Information Services website.

## Connecting using the Mail app

- 1 On your device tap on "**Mail**"
- 2 Choose "**New account**"
- 3 Choose the "**Microsoft Exchange ActiveSync**" account type
- 4 Enter your **full university email address** for example **A.Testuser1@uni.brighton.ac.uk**.
- 5 Enter your usual university password
- 6 Tap "**Manual setup**"
- 7 Under "Server address" enter **outlook.office365.com** (if this doesn't work, try **amspr02.outlook.com**)
- 8 Under "Username" enter your usual university username followed by **@uni.brighton.ac.uk**, e.g. **abc1@uni.brighton.ac.uk**
- 9 Ensure that "**This server requires an encrypted connection**" is ticked
- 10 Tap **Next**, you'll then be asked which items you'd like to synchronise to your device.

## Connecting using Microsoft's Outlook app

Outlook, Word, Excel, and Powerpoint can be downloaded to mobile devices from the Play Store, and activated using your university Office 365 account.

See <https://staff.brighton.ac.uk/is/computing/Pages/FreeOffice4students.aspx> for information on how to do this.