Setting up @MyHunter (Office365) – Android Mobile Device:

1. From the Applications menu, select Email. This application may be named Mail on some versions of Android.

2. Type your full e-mail address (for example jane.smith03@myhunter.cuny.edu) and your password, and then select Next.

3. Select Exchange account. (Please note that this option may be named Exchange ActiveSync on some versions of Android).

4. Enter the following account information and select Next.
   a. Domain\Username: Type your full e-mail address in this box. If Domain and Username are separate text boxes in your version of Android, leave the Domain box empty and type your full e-mail address in the Username box.
   b. Password: Use the password that you use to access your account.
d. As soon as your phone verifies the server settings, the **Account Options** screen displays. The options available depend on the version of Android on your device. The options may include the following:

i. **E-mail checking frequency**: The default value is Automatic (push). When you select this option, e-mail messages will be sent to your phone as they arrive. We recommend only selecting this option if you have an unlimited data plan.

ii. **Amount to synchronize**: This is the amount of mail you want to keep on your mobile phone. You can choose from several length options, including One day, Three days, and One week.

iii. **Notify me when e-mail arrives**: If you select this option, your mobile phone will notify you when you receive a new e-mail message.

iv. **Sync contacts from this account**: If you select this option, your contacts will be synchronized between your phone and your account.

e. Select **Next** and then type a name for this account and the name you want displayed when you send e-mail to others. Select **Done** to complete the e-mail setup and start using your account.

**NOTE**: You may need to wait ten-to-fifteen minutes after you set up your account before you can send or receive e-mail.

Additional settings may be required. Please contact the Hunter College Student Help desk if you have any difficulty setting up your device:

- **Email**: studenthelpdesk@hunter.cuny.edu
- **Phone**: (212) 650-3624
- **Location**: Thomas Hunter 4th Floor