

Accessing @MyHunter (Office365) from an Android Mobile Device



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.
 - c. If required, enter the **Exchange Server:** `outlook.office365.com`.

- 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