Android Phones
Directions for setting up DMU Alumni Email in Android.

Android menu screens may vary in appearance the following snapshots are from Google Nexus Android.

If you already have your DMU email on your phone, you will need to remove that old email profile using Settings|Accounts|Corporate|Select the Account|Menu|Remove Account| See Fig. 1

To add your new Office 365 email Account-
1. Go to Settings
2. Select Accounts or Accounts and Sync
   (This varies by device and is usually found in Settings).
3. Select Add Account

4. For the account type choose Exchange, Active Sync or Corporate (This Also varies by device).

5. On this screen enter the following information:
   • Your DMU Email Address
   • Your DMU password

6. Click Manual Setup then Next

7. On this screen enter the following information:
   username@alumni.dmu.edu in the username field.
   (Your username used to be JETSONS\Username now it is Username@alumni.dmu.edu)
   Make sure to use the new Username format.
   Note: for Office 365, NO domain backslash is needed.

   • Your New Server is Outlook.office365.com

Note: There may be an activation screen that pops up that you have to accept. This has to be done to complete the account setup.

Note: Make sure on the final screen, Contact sync is UNCHECKED if it exists.
Note: If at any time something isn’t working, please ensure you have a decent signal and/or Wi-Fi connection on your device. You may need to check and re-enter the information to make sure it was entered correctly. A WiFi connection is recommended.
Account setup

What type of account is this?

- POP3

- IMAP

- Exchange
You can set up your account in just a few steps.

YourEmailAddress@dmu.edu

Password

Manual setup   Next
Account setup

Username
username@alumni.dmu.edu

Password
......

Server
outlook.office365.com

Port
443

Security type
SSL/TLS (Accept all certificates)

Client certificate
None

Mobile Device ID
androidc1545