BRYN MAWR COLLEGE

Library & Information Technology Services

Syncing Bryn Mawr Email on Android Devices

If you use an Android mobile device and would like to automatically receive your Bryn Mawr College email on your device, this document details using your Android device to sync with your Bryn Mawr email and calendar. These instructions are written for Android version 4.0 (Ice Cream Sandwich). If your device is running other versions, the process may be slightly different. Exact options and wording may vary depending on the device manufacturer and model. If your device options vary greatly from the instructions here, contact the Help Desk for further information.

Setting Up Syncing

1. Check for new updates on your device, and install the latest updates.

2. Before beginning to sync, make sure you have strong signal where you are. If it's an option, Wi-Fi is preferred. If you are on campus, connect to eduroam for best results.

3. From the home screen on your device, press the **menu** button and go to **Settings**.

4. In Settings, open **Accounts & Sync**, and choose to **Add Account**. If you have previously existing connections to other email accounts, they should not impact your new connection. If you have a previously existing connection to your Bryn Mawr account, you should remove it before adding the new connection.

5. Choose **Corporate** or **Microsoft Exchange ActiveSync** — the available options vary depending on phone model.

6. Enter your full email address (jsmith@brynmawr.edu) and your regular College password.

7. Your phone may ask for your **Domain** and **Username**. Some phones ask for **Domain\Username**, some have separate fields for each. Leave **Domain** blank if it is separate**. Username** is your username@brynmawr.edu.

8. The **Password** is your College password.

9. If your device asks for a **Server**, enter **outlook.office365.com**

10. Be sure that the boxes next to **Use secure connection (SSL)** and **Accept all SSL certificates** are checked.

11. If your phone asks for a **Description**, you can set it to whatever you would like to differentiate this from other synced accounts (i.e. "Bryn Mawr").

12. Once this information is filled in, press **Next**. If you receive a message asking about **Remote security administration**, press **OK**.

13. The next screen allows you to select how often your phone checks for new messages and how far back it syncs emails. The more frequently your phone checks for new messages, the quicker your battery will drain. You can also choose whether or not to use this account by default, if you want to receive a notification when an email arrives, and what you want to sync from your account. Most users choose to sync their email and calendar, or just email.

14. Choose **Next**. You can then give the account a name to distinguish it from your other accounts if you so choose.

15. Press **Done**. You will now be able to view your email in the Email app (**note**: this is a separate application from the Gmail app). It may take a few minutes or more for all of your messages to sync, depending on how many messages it needs to sync.