

# 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, please follow the below to connect your email account via the Outlook app (recommended) or via Android's default mail app.

## Syncing to the Microsoft Outlook App (Recommended)

**Important note:** If your email account is Duo-protected, you will only be able to sync your email to you Android device using the Microsoft Outlook App because Android's built-in mail app does not yet support the method of authentication that Duo uses.

1. Navigate to the **Google Play Store** and search for **Microsoft Outlook**.
2. Down the Microsoft Outlook App by pressing the **Install** button.
3. Once the download is complete, open the app, enter your College email address, and press **Add Account**.
  - a. Your email address may already be filled in at the top if you have used the Microsoft Outlook App before.
4. When you are directed to Bryn Mawr College's email log in page, enter your College **email address** and **password**.
  - a. If your account is already Duo-protected, you will then be prompted to authenticate with Duo.

## Syncing to Android's Built-In Mail App

**Note:** The exact options and wording may vary depending on the version of Android you are running, the device manufacturer, and the model of your phone. If your device options vary greatly from the instructions here, contact the Help Desk for further information. If you are unable to successfully sync your email account using the instructions below, please follow the instructions above to sync your email using the Microsoft Outlook App.

1. Navigate to **Settings** on your device.
2. In Settings, open **Accounts & Sync**, and choose to **Add Account**.
  - a. If you have previously existing connections to other email accounts, they should not impact your new connection.
  - b. If you have a previously existing connection to your Bryn Mawr account, you should remove it before adding the new connection.
3. Choose **Corporate** or **Microsoft Exchange ActiveSync** — the available options vary depending on phone model.
4. Enter your full email address (jsmith@brynmawr.edu) and your College password.
5. Your phone may ask for your **Domain** and **Username**.
  - a. Some phones ask for **Domain\Username**, some have separate fields for each. Leave **Domain** blank if it is separate.
  - b. **Username** is your username@brynmawr.edu.
6. The **Password** is your College password.
7. If your device asks for a **Server**, enter **outlook.office365.com**
8. Be sure that the boxes next to **Use secure connection (SSL)** and **Accept all SSL certificates** are checked.
9. If your phone asks for a **Description**, you can label it however you'd prefer (i.e. "Bryn Mawr").
10. Once this information is filled in, press **Next**.
  - a. If you receive a message asking about **Remote security administration**, read the message and press **OK**.
11. Press **Done**.