

This document will walk you through the setup of your MCTC email to your Motorola Droid device. This and other documentation can be found at:

<http://www.mctc.edu/is-support/>

**1.**

To add a new email account to your Droid Phone, first navigating from the “Applications Menu” touch Email.

**2.**

You will then be prompted for your account information. You will need to type your full MCTC e-mail address (Windows Live ID) [username@mctc.edu](mailto:username@mctc.edu) and your Live@EDU password (the password used to log in to your MCTC E-mail).

**3.**

Touch “Next.”

**4.**

Touch “Exchange Account”.



**5.**

You will now enter the following MCTC email account information:

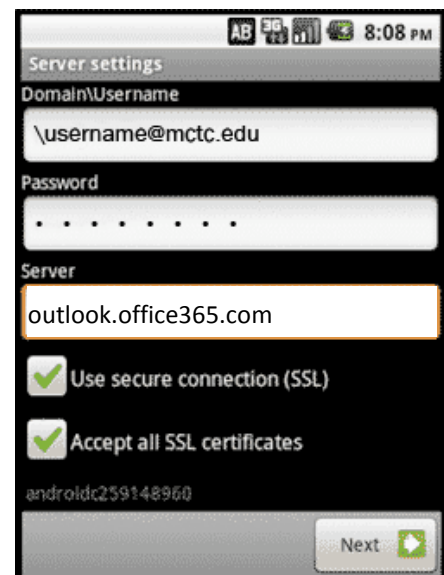
**Domain\Username:** \username@mctc.edu  
(Be sure to type a back or left slash before you e-mail address.)

**Password:** Your MCTC email account password.

**Exchange Server:** outlook.office365.com

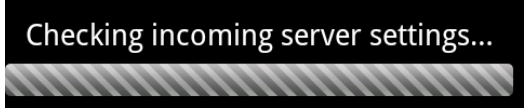
Click the check mark beside “User Secure Connection (SSL)” and “Accept all SSL certificates”

Touch the “Next” button.



## 6.

Your phone will then attempt to check the incoming server settings.



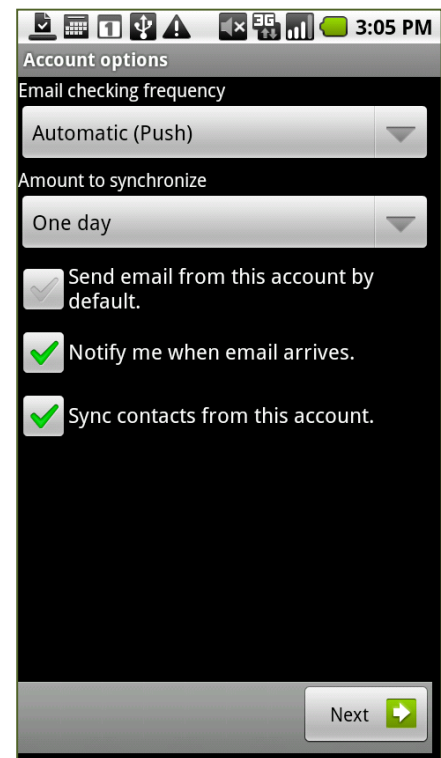
Checking incoming server settings...

## 7.

If you have entered your email, password, and the server correctly the screen to the right will display.

Make any necessary adjustments you prefer (amount of mail to synchronize, and whether you want to send mail from account, etc.)

Your MCTC Email should now be setup to synchronize with your Droid Phone.



## 8.

Touch "Next" and a screen will display prompting you to "name" the account as well as type a name you wish to display on Outgoing Messages.

Touch "Done" when complete.

Please contact the IS Helpdesk by visiting <http://support.mctc.edu>, or by phone support call 304-710-3470, or if you are on campus, visit the Help Desk in room 108 if you should require further assistance.