Set up Your Stockton Exchange email on an Android Device

**Using The Outlook App**

The Outlook App is recommended to configure your Stockton e-mail on mobile devices. Please note that it requires a device running Android 4.0 or later.

By using the Outlook for Android you can access your email, calendar, contacts, and OneDrive files from within the app rather than having to check separate apps.

**Note:** You cannot access tasks from the Outlook for Android app.

1. Download the Outlook for Android app from the Google Play store if you haven't installed it yet.
   
   If you already have it installed, open it and then depending on your device, tap the navigation control at the bottom of your Android, or tap More > Settings > Add Account.

2. Tap Exchange.
3. Enter your Stockton email address (yourusername@stockton.edu), type your Portal password, and then tap Sign in. The Outlook app then starts syncing the account.
4. To view your calendar, files, or contacts from the app, tap More.

5. To learn more about using Outlook for Android, tap the navigation control at the bottom of your device, or tap Menu > Help. Or, click below to see the FAQ page.


**Delete an account**

1. Depending on your device, tap the navigation control at the bottom of your device, or tap More > Settings.
2. Tap the account you want to delete.
3. Select Remove Account from Device and Remote.
The built-in Mail App

If you prefer to use the built-in e-mail app, follow the instructions below. Please note that if your mobile device is lost or stolen, the built-in mail app has a security feature that allows you or the Exchange administrator to force a remote data wipe of all your personal data, returning your Android device to its factory settings (Go to page 4, Device Administrator, for more detail information.)

1. Tap Settings > Accounts > Add account > Email.

2. Enter your Stockton email address (yourusername@stockton.edu), type your Portal password, and then tap Next.
4. Select OK to continue.
5. Once the device verifies the server settings, the Account Options page opens. Accept the defaults or select the options for how you want to receive and send your mail, and then tap Next. (You may need to scroll down)
6. On the Set up email page you can change the name of your account. When you're finished tap Done.

If you synced your calendar and contacts in step 5, you can go to those apps on your phone to view any items that might be there.

If your device can't connect after a few tries, follow the Manual set up instructions on the next page.
Manual set up

1. Tap Settings > Accounts > Add account > Email. This application might be named Mail on some versions of Android.

2. Enter your Stockton email address and your Portal password, then tap Next.
   - **Email**: Make sure your Stockton email is in this box (yourusername@stockton.edu)
   - **Domain\Username or Username**: Enter your Stockton email address. If Domain is in a separate box, leave it empty.
   - **Password**: Use your Portal password.
   - **Exchange Server**: Type webmail.stockton.edu
   - Make sure the Use secure connections (SSL) box is checked.
5. Tap **Next**.
6. Select **OK** on the remote security administration prompt to continue.
7. Tap **Activate** to activate the Device Administrator.

**Device Administrator** is a built-in security feature that allows your Android devices to be wiped remotely if lost or stolen.

Mobile devices can store sensitive data that could compromise your Stockton account and the university resources. With Device Administrator enabled, **Exchange ActiveSync** ([https://technet.microsoft.com/en-us/library/bb232129.aspx](https://technet.microsoft.com/en-us/library/bb232129.aspx)) can perform a remote device wipe through the Outlook Web App interface. A log file is created in your mailbox with the timestamp of the remote device wipe.

**Note:** Exchange only requires the deletion of personal university data but all mobile device manufacturers will force a restore back to factory settings.

8. Accept the defaults or make changes for how you want your account to sync on your device. When you're finished, swipe to the bottom and tap **Next**.
9. On the **Set up email** page you can change the name of your account. When you're finished tap **Done**.

If you synced your calendar and contacts in step 8 you can go to those apps on your phone to view any items that might be there. If you synced tasks as well, you should see them in the calendar app on your device. It might take a few minutes for everything to sync.