Setting up the New Student Email on an Android

This is a general guide for setting up an Android for the new Live@Edu email. Each Android device is different so the steps or terminology will vary.

1. Go to the Settings app in your app drawer or home screen.

2. Find the Accounts section in the Settings menu. Select Add account.

3. Select Exchange, Corporate Sync, Microsoft Active Sync, or Corporate (varies by phone).

4. Type in your full Email Address, username@live.bucks.edu. Select Manual Setup.

5. Select the Exchange option.
6. Enter your Bucks Password. Your BucksMail password is the same as your Bucks password (used to access campus computers, Canvas, MyBucks, and library databases). Your student password will expire every 180 days. Each time it expires, you will need to update it on the Password Manager: http://www.bucks.edu/e-resources/password/ and make the changes on your Android device as well.

7. Enter the Server as outlook.office365.com. Change the Port to 443. Make sure the Security Type is SSL/TLS. Select Next to continue.

8. Select OK to accept the remote security administration.
9. The mail options can be configured from here. Change **Sync emails from** to a different date to retrieve emails based on your preferences. Select **Next**.

![Sync Options](image)

10. Select **Activate** to complete the setup of your email account. **Note:** These security features will allow you to remotely control your device from a computer should you happen to lose it.

![Security Options](image)

11. Choose a name for the account and select **Next**. Your email can now be accessed in your default mail application.

![Account Name](image)

- If you’re still unable to add the account to your phone, please contact the Help Desk and Services Center at 215-968-8191 or helpdesk@bucks.edu.