Marshall graduate student email utilizes Office 365. This handout covers configuring an Android based Smartphone to connect with the Office 365 server. If you have any problems, please send an email to helpdesk@marshall.usc.edu to request assistance.

**Basic Setup Information:**
The basic information you will need is:

- **Server name:** outlook.office365.com
- **Domain Name:** marshall.edu
- **User Name:** Your Marshall username will be in one of the formats shown below:
  - YourUsername@marshall.usc.edu
  - marshall.edu\YourUsername
- **Password:** Your Marshall Password

**General Steps:**
These steps may work for some Androids but please note that the steps vary widely between different releases.

1. Click on the “EMail” icon.
2. Press the “Menu” button.
3. Select “Accounts”.
4. Press “Menu” again.
5. Select “Add Account”.
6. Specify your Marshall Outlook email address (e.g. Tommy.Trojan.2015@marshall.usc.edu).
7. Select “Exchange Server”.
8. In the “Domain\Username” box, type “marshall.edu\” followed by your username. For example, if your username were “ttrojan”, you would type: marshall.edu\ttrojan
9. Type your Marshall password.
11. Check the box “Use secure connection (SSL)” and click “Next”.

That’s it! Your account is set up. You can begin accessing your Marshall email, contacts, and calendar.