Android EMAIL Configuration

The following instructions provide the specific settings required for configuring your Spartan 365 account on an Android devices. Note: The screenshots below are examples taken from an HTC One M9 running Android 5.0. Please note that the process may differ for your device.

1. Open the Mail app on your device and add a new account.

2. Select the option for an Exchange server, which may appear as, but is not necessarily limited to, Microsoft Exchange, or Microsoft Exchange ActiveSync.

3. When prompted to add your account, enter your full email address as the user name and your NetID password.

4. Select Next to continue. The auto-discover process should automatically locate the server and move to the Exchange ActiveSync settings window. If this occurs, you may skip to step 6.

5. If the auto-configure process fails to locate the server, you will need to enter the information manually. Required settings are provided below.

6. Verify your account settings. Specific settings are provided below:
   - Email Address: netid@msu.edu
   - Server Address: outlook.office365.com
   - Domain: None (Leave blank)
   - Username: netid@msu.edu
   - Password: Your NetID password
   - Secure (SSL) Connection: Enabled

7. Select Next to move to the Exchange ActiveSync settings window.

8. Continue to the completion screen. The account name will likely default to msu.edu, however you may adjust it as desired. Select Finish, or the equivalent provided by your app, to complete the process.

The account will now be ready for use. The setup process will typically deposit you in the Inbox once it completes.