1. While on the Home Screen
   Select Menu
   Select Settings

2. Select Accounts & Sync

3. Select Add Account

4. Select Exchange ActiveSync
   On some versions of Android this may be labeled as Corporate

5. Enter your Username and Password
   Your username is the same as your full email address
   Select Next

6. Enter the following:
   Email Address: username@marshall.edu
   Server Address: outlookweb.marshall.edu
   Domain: Leave Blank
   Username: username@marshall.edu
   Password: MUNET password
   Make sure This server requires an encrypted SSL connection is checked
   Select Next

7. Select Finish Setup

If you have any questions or problems please contact the Marshall University IT Service Desk
Phone: (304) 696-3200 • Email: itservicedesk@marshall.edu
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