Mobile connections to your Loyola email account will need to be re-established as part of the migration to Microsoft Outlook.

You can re-establish your email account any time after 9:30 a.m. on Saturday, May 18. Please note that some features and messages may still be in transition during the migration weekend; your mailbox will be fully functional by Monday, May 20.

Before You Begin

If you are re-establishing a connection to your Loyola email account after the email upgrade to Outlook, you must delete your existing connection first. (This will delete the mobile version of your account only; your original mailbox will remain intact.) If you are setting up a new connection to your Loyola email account, simply start with Step 1 below.

Connecting to Microsoft Outlook on Your Android Phone or Tablet

1. From the Applications menu, select Email. This application may be named Mail on some versions of Android.

2. Type your full Loyola email address (e.g., mbrady@luc.edu) and password, and then select Next.

3. Select Exchange account. This option may be named Exchange ActiveSync on some versions of Android.

4. Enter the following information, then select Next.
   - **Domain\Username**: Type `adms\uvid` (where “uvid” is your Loyola username). If Domain and Username are separate text boxes in your version of Android, leave the Domain box empty and type your full email address in the Username box.
   - **Password**: Type your Loyola email password.
   - **Exchange Server**: Type `outlookmail.luc.edu` (for faculty and staff) or `outlook.office365.com` (for students).
5. As soon as your phone verifies the server settings, the **Account Options** screen displays. The options available depend on the version of Android on your device. The options may include the following:

- **Email checking frequency**: The default value is Automatic (push). When you select this option, email messages will be sent to your phone as they arrive. We recommend only selecting this option if you have an unlimited data plan.

- **Amount to synchronize**: This is the amount of mail you want to keep on your mobile phone. You can choose from several length options, including One day, Three days, and One week.

- **Notify me when email arrives**: If you select this option, your mobile phone will notify you when you receive a new email message.

- **Sync contacts from this account**: If you select this option, your contacts will be synchronized between your phone and your account.

6. Select **Next** and then type a name for this account and the name you want displayed when you send email to others.

7. Select **Done** to complete the email setup and start using your account. You may need to wait ten to fifteen minutes after completing these steps before you can send or receive email.

**Please note**: There are many different versions of the Android OS that differ across mobile device manufacturers and mobile service providers. Your mobile provider should be able to help you if your screens differ significantly from the images shown in this document.