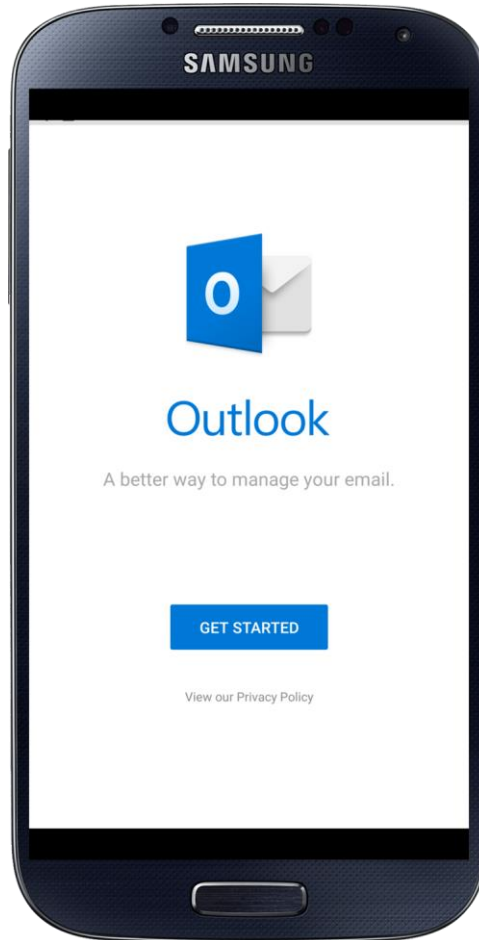


Android – Faculty & Staff

OUTLOOK APPLICATION

1. Download “**Microsoft Outlook**” from the Google Play Store and open the app once it is installed

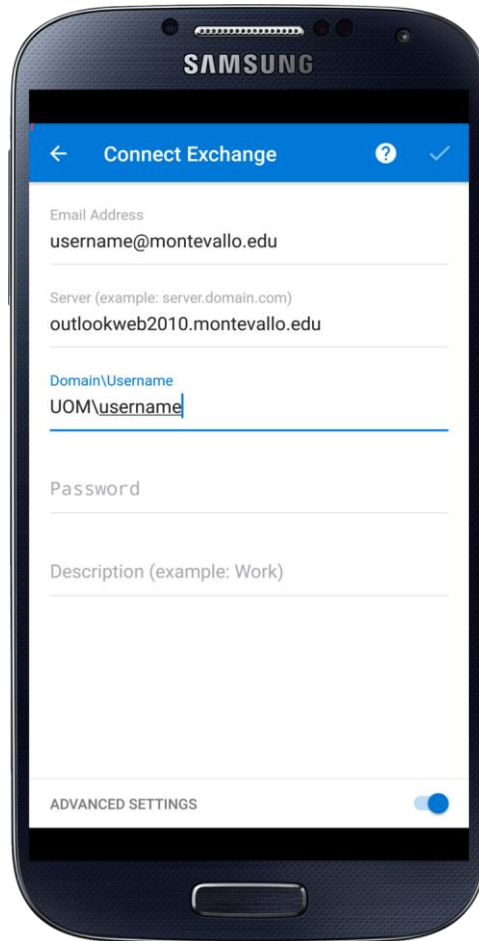


2. Press “**Get Started**”
3. Enter your email address and press “**Continue**”

If you have any issues or need assistance, please call the Solution Center at (205) 665-6512.

4. Slide the switch for “**Advanced Settings**” and input the following information into the corresponding fields:

- Server – **outlookweb2010.montevallo.edu**
- Domain\username – **UOM\username**



5. Press the check mark in the top right corner

If you have any issues or need assistance, please call the Solution Center at (205) 665-6512.



DEFAULT MAIL APPLICATIONS

Different models of Android based phones will have varying default email apps, if your application supports Exchange (you see the option while trying to add an account through the default settings) you may be able to add the account using the settings from step 4 above.

***The “Microsoft Outlook” app is the easiest to configure on Android devices

If you have any issues or need assistance, please call the Solution Center at (205) 665-6512.

