Configure **Android** to receive Faculty & Staff Outlook Email

1) Before creating a new Exchange ActiveSync account, delete any existing BMCC Lotus Notes email account on the phone if you have set one up at one time.

2) Go to Settings.

3) Go to Accounts and Sync.

4) Click “Add Account”

5) Select “Microsoft Exchange ActiveSync”

6) Provide Exchange email address and password.

7) Click “Manual Setup”

8) Provide Domain\user name. Domain is BMCC

9) Provide Exchange server. Email: bmcc.cuny.edu

10) Check on “Use secure connection (SSL)”

11) Check on “Accept all SSL certificates”

12) Remote Security administration. Select “OK”

13) Fill out account options (default settings recommended)

14) Click Next

15) Give the account a name (Optional)

16) Click Next

17) Give the account a name (Optional)