Configuring Outlook for an Android Phone

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For help with any of the instructions below please contact the AIMS Help Desk at 265-6900 or email help@aims.wisc.edu
Configuring Outlook for an Android Phone

1. From the home screen select **Settings** than **Accounts & Sync** as shown in **Figure 1**.

![Figure 1](image1.png)

2. Select **Add Account** and enter your full Outlook email address with the password you use to login to your computer. Select **Manual setup** as shown in **Figure 2**. **NOTE** If you change your password on the network you must also change it on your Android phone!

![Figure 2](image2.png)

3. Select **Exchange account** as shown in **Figure 3**.
4. **Figure 4** shows the Exchange settings to enter as follows:

**Domain\Username:** AIMS\ 3 character login or network ID.

**Password:** the password you use to login to your computer.

**Server:** mail.aims.wisc.edu
5. Make sure **Use secure connection (SSL)** is checked and **Accept all SSL certificates** is not checked as shown in **Figure 5**.

6. On the account settings screen as shown in **Figure 6**, choose the options you would like and click **Next**.

7. **Figure 7** shows the option to enter an account name or your name. This step is optional.
8. Select **Done** as shown in [Figure 8](#).