Ospreys E-mail Setup on Android

1. From the Android Home Screen, pull down the **Status Bar** and select the **Settings Cog**.

2. Scroll down to Accounts and select **Add Account**
3. Select Microsoft Exchange ActiveSync.

4. Enter the information below and then tap Next.
   a. **E-mail address:** nNumber@ospreys.unf.edu
      (ex. n00123456@ospreys.unf.edu)
   b. **Password:** (enter your UNF ID password)
5. Enter the information below and then tap **Next**.
   a. **Domain\Username**: nNumber@ospreys.unf.edu  
      (ex. n00123456@ospreys.unf.edu)  
      **NOTE**: If you see a separate line for **Domain**, you may leave it blank.
   b. **Password**: (enter your UNF ID password)
   c. **Server**: mail.office365.com
   d. Check the boxes to **Use secure connection (SSL)** and **Accept all SSL certificates**.

6. If you see an “Activation” message, click **OK** to continue.
7. Select your preferred account options and then tap **Sync now**.

8. Enter the name you would like to have for this account (ex. Ospreys E-mail) and click **OK** to finish setting up your account.