1. If you don’t already know your Ospreys E-mail password, you will need to set it in myWings.
   a. Log into myWings
   b. Under the Home tab, in the Manage myUNFID channel, click Manage Ospreys E-mail Account
   c. In the dialog box, enter a password for your Ospreys E-mail account. Keep in mind this password MUST be 15 characters long.

2. From the Android Home Screen, pull up the Applications Menu and then tap Settings.
3. Tap Accounts & sync.

4. Tap Add account
5. Enter the information below and then tap Next.
   a. Email address: nNumber@ospreys.unf.edu
      (ex. n00123456@ospreys.unf.edu)
   b. Password: (enter your Ospreys E-mail password you set in step 1)

6. 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 Ospreys E-mail password you set in step 1)
   c. Server: outlook.com
   d. Check the boxes to Use secure connection (SSL) and Accept all SSL certificates.
7. If successful with saving server settings, proceed to step 8. If you receive an error, or cannot proceed to the next screen, you will need to enter your exact server name.
   a. To get your exact server name, open your Ospreys E-mail account and click Help > About. This should open a new window.

   i. Your server will be listed next to External IMAP setting/Server name (ex. pod51011.outlook.com)
8. While it is verifying your account, you should see a screen that says, “Checking incoming server settings...”

9. If you see a “Remote security administration” message, click OK to continue.
10. Select your preferred account options and then tap **Next**.

11. Enter the name you would like to have for this account (ex. Ospreys E-mail) and then click **Done** to finish setting up your account.
12. If you are prompted to “Activate device administrator”, tap **Activate** to continue.