



ALVIN COMMUNITY COLLEGE  
www.AlvinCollege.edu



## How do I set up my student email on my Android device?

Follow these steps to set up your student email on your mobile device.

- Select **Settings**
- Select **Accounts**
- Select **Add Account**
- Select **Microsoft Exchange ActiveSync**
- Enter your **Email Address**  
[yourACCessID@student.alvincollege.edu](mailto:yourACCessID@student.alvincollege.edu))  
and **Password**
- Domain\Username:  
[yourACCessID@student.alvincollege.edu](mailto:yourACCessID@student.alvincollege.edu))
- If you see a **Server** field, enter  
**outlook.office365.com**
- Select **Next**
- Select **OK**
- Select the **Account Options** you want to use
- Select **Next**
- Select **Microsoft Exchange ActiveSync** to see the display name for your email account or to change it
- Select **Next** and you will see your inbox

EXCHANGE SERVER SETTINGS

ACCOUNT

Email address  
YourACCessID@student.alvincollege.edu

Domain\username  
YourACCessID@student.alvincollege.edu

Password  
.....

Show password

SERVER SETTINGS

Exchange server  
outlook.office365.com

Use secure connection (SSL)

Use client certificate

CLIENT CERTIFICATE

**Need a Hand?** Visit the Campus Technology Page of the ACC Website to get your ACCess ID, student email address, and more! Or, visit the Cyber Lab IT Service Desk, A-173 – 281-756-3544.