

To Add Bellin College Email Address – Android

1. Go to **Settings**

2. Press **Add account**

3. Press **Email or Other**

4. Now you'll be asked to configure the basic settings

1. Enter `firstname.lastname@alumni.bellincollege.edu`
 2. Enter the password to the Bellin College email
- Press **Manual setup**
-

5. Choose **IMAP account** when asked

6. Now you'll be asked to configure the incoming server settings

1. **User name:** Enter `firstname.lastname@alumni.bellincollege.edu`
2. **Password:** Enter the password to your e-mail account
3. **IMAP-server:** Enter `outlook.office365.com`
4. **Security type:** SSL/TSL
5. **Port:** Enter 993
6. **IMAP path prefix:** Enter INBOX

Press **Next**

7. Now you'll be asked to configure the outgoing server settings

1. **SMTP server:** Enter smtp.office365.com
2. **Security type:** Choose TLS
3. **Port:** Enter 587
4. **Require sign-in:** Checked
5. **User name** Enter firstname.lastname@alumni.bellincollege.edu
6. **Password** Enter the password to your e-mail account

Press **Next**

8. Now you'll be asked to configure some general account settings. Most of these you can change to your liking, but we recommend to check the **Sync Email** option

Press **Next**

9. Now you'll be asked to name the account, and choose which name should be displayed as the sender. These settings have no impact on the functionality, so you can change these to your liking

Press **Done**

To Remove Old Email Accounts – Android:

1. Go to **Settings**

2. Touch the name of the **Account** you wish to remove

3. Touch the **Menu Icon** in the top right corner



4. Touch **Remove Account**