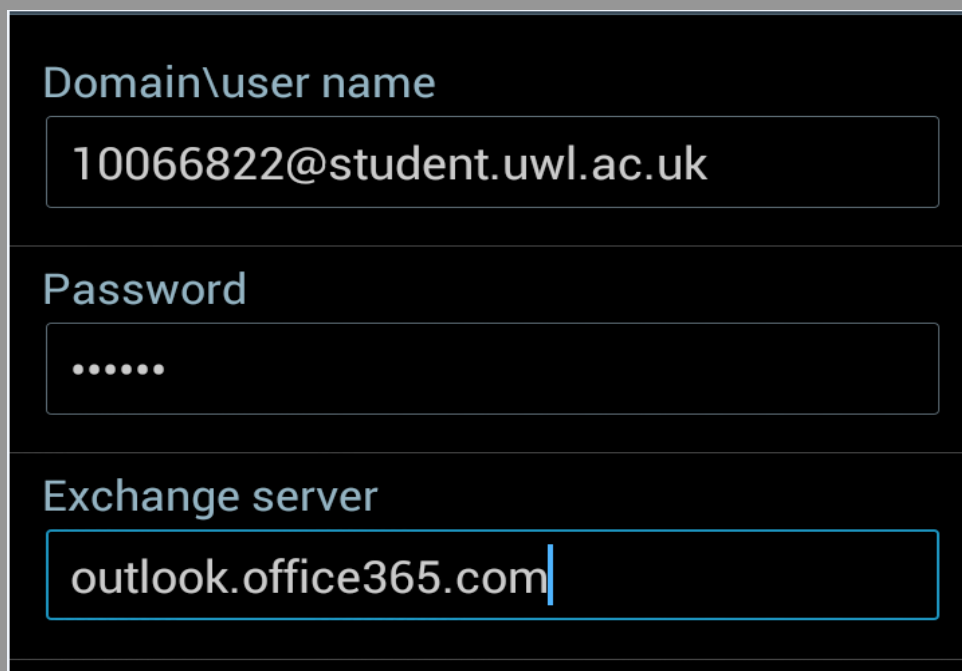


How to add your UWL Outlook email account to your Android phone

1. Go to **Email Settings**

Note: The way you access your Email Settings varies depending on the make and model of your Android phone.

2. Add **Email Account: MS Exchange**
3. **Email Address/Domain User Name:** Enter your email address in the following format – studentID@student.uwl.ac.uk - e.g. – 12345678@student.uwl.ac.uk
4. **Password:** Enter your normal IT password (the same password you use when logging onto the Student Portal)
5. **Exchange Server:** Enter **outlook.office365.com**



The screenshot shows a dark-themed email setup interface with three input fields. The first field is labeled 'Domain\user name' and contains the text '10066822@student.uwl.ac.uk'. The second field is labeled 'Password' and contains six dots. The third field is labeled 'Exchange server' and contains the text 'outlook.office365.com' with a blue cursor at the end.

You UWL Outlook account will be verified by your phone.

6. Tap **Next**
7. Enter a name for this account
8. Tap **Finish**