

## Information Technology

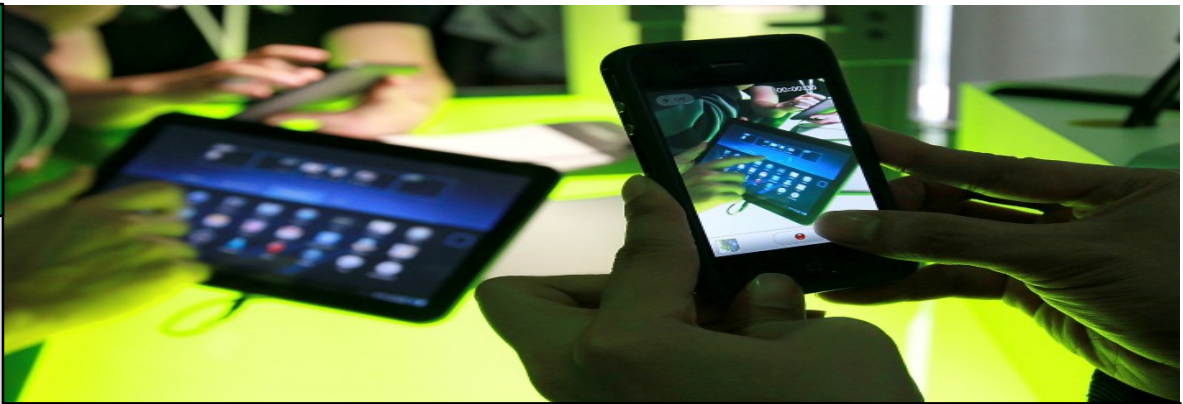
Many incoming students have asked how to get their USA email connected to a mobile device before they even step foot onto campus.

We love the initiative, and have responded with *this nifty guide* on how to get up and running.

Are students required to link their email to a smartphone and/or tablet—either now or ever? Absolutely not. We just wanted to *provide an option* to do so.

Speaking of options, below are two ways *that students can connect with IT* just in case they need our help.

Ph: 877-268-7248 or dial ext. 7000 on any of our campus phones  
E: [Support@usa.edu](mailto:Support@usa.edu)



## Add Your USA Email Account to an Android Device

### Set up your USA email using your phone's email app:

1. Select Email App.
2. Select Menu (3 lines located at the top left).
3. Select Settings (gear icon located top right).
4. Select Add Account.
5. Select Add New Account.
6. Enter full email and password then click sign-in
7. If app asked for type of account select Microsoft Exchange ActiveSync.
8. If it asked for the security settings click on Apply.
9. If you like all the suggested settings click on Next.
10. If you get a message "Server Outlook.office365.com must be able to remotely control some security features on your device click on Activate.
11. Click Done.

### Set up your USA email with the Outlook app:

1. Go to your Play Store.
2. Search for Microsoft Outlook.
3. Click on Install.
4. Click on Open.
5. Click on Get Started.
6. Click on Add Account.
7. Enter your full USA email and click Next.
8. Enter Password then click Sign in.

