

Android Email Client Configuration



Duo Users

If you are using Duo Two-Factor Authentication (2FA), Outlook Mobile is the only supported email client. The Android email apps are not compatible with Duo 2FA.

Outlook Mobile

1. Follow instructions here: [Outlook on Mobile](#)

Android email apps

Since every Android phone has different stock email clients and different user interfaces, the steps may vary in order or in style. The following instructions are meant as a general guide rather than full instructions.

1. Navigate to Account settings most likely located in **Settings -> Accounts**
2. Click **Add Account**
3. Select the **Exchange** set-up



There might be different options for Exchange depending on the mail clients you have installed. Make your selection based on what email client you wish to use.

4. Log in with your SPU credentials (the same one you use to access Webmail including the [@spu.edu](#)) then tap **Next**
5. You should be prompted to enter in the following information:



No Prompt

If you were not prompted for this information and the setup is not successful then return to Step 4 and tap **Manual Setup**

- User Name: **Your full SPU email address**
 - Password: **SPU password you use to access email**
 - Server: [outlook.office365.com](#)
 - Port: **(leave as default)**
 - Enable Encryption: **SSL**
 - Domain Name: **Leave field empty**
6. Click **Next**
 7. If prompted for "Remote security administration", click **Ok**
 8. Read through the required setting changes and click **Activate this Device admin app**
 9. After changing the required settings, you are now able to use your SPU email on the email client of your choice