To add your account to an Android device, you will need to open the settings menu. To open this, press the “menu” button on your phone while at the main home screen. The menu button will be either a physical button, or an on screen button just next to the home button.

Once pressed, a menu will appear with settings as an option. Select settings.

Select the icon for ‘Accounts’ or ‘Accounts and Sync’ depending on which you see on your screen.

This may be towards the top of the list, or in a section entitled ‘Personal’ or ‘Business’ towards the bottom of the menu.

On the accounts page, you will see a list of all of your currently added accounts. Select the “Add Account” button to start the process of adding a new account.
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You will be prompted to select the type of account you wish to add from a list of possible account types. Select one of the following options:

Exchange ActiveSync, Exchange, Corporate or Corporate Exchange.

When prompted to enter an email address and password be sure to enter your entire BGSU Email Address with the @bgsu.edu ending.

You will then be prompted to enter some additional information. Be sure to enter your entire email address in for the username.

For the server address, enter the following:

outlook.office365.com

Select “Next” to finish setting up the account.

Some phones may combine the username and domain sections. If you see Domain\Username you will need to enter it as follows.