Setup McMurry Email on Android device using MS Outlook app







1. If you are already using Outlook for personal Email and want to add a school account, go to settings, select “Add Account”, select “Add an email account”, and then jump to step 5 in these instructions.
2. Go to the Google Play store
3. Install “Microsoft Outlook”. Be sure you are downloading the authentic app from “Microsoft Corporation” as shown in the image.
4. Open Outlook and select “Get Started”
5. Enter your school email address and press “Continue”.
6. At the bottom of the screen, turn on “Advanced Settings”.
7. Enter the necessary information for the “Connect Exchange” settings as the picture shown.
	1. **Server**: mcmmail.mcm.edu
	2. **Domain\username**: mcmurryadm\username
	3. **Password**: your McMurry login password
	4. **Description**: enter something to identify this email account (e.g. “McMurry Email”).
8. Tap the checkmark in the upper right corner of the screen.
9. Your email is setup.