



Setup TMU Email on Android Mail App

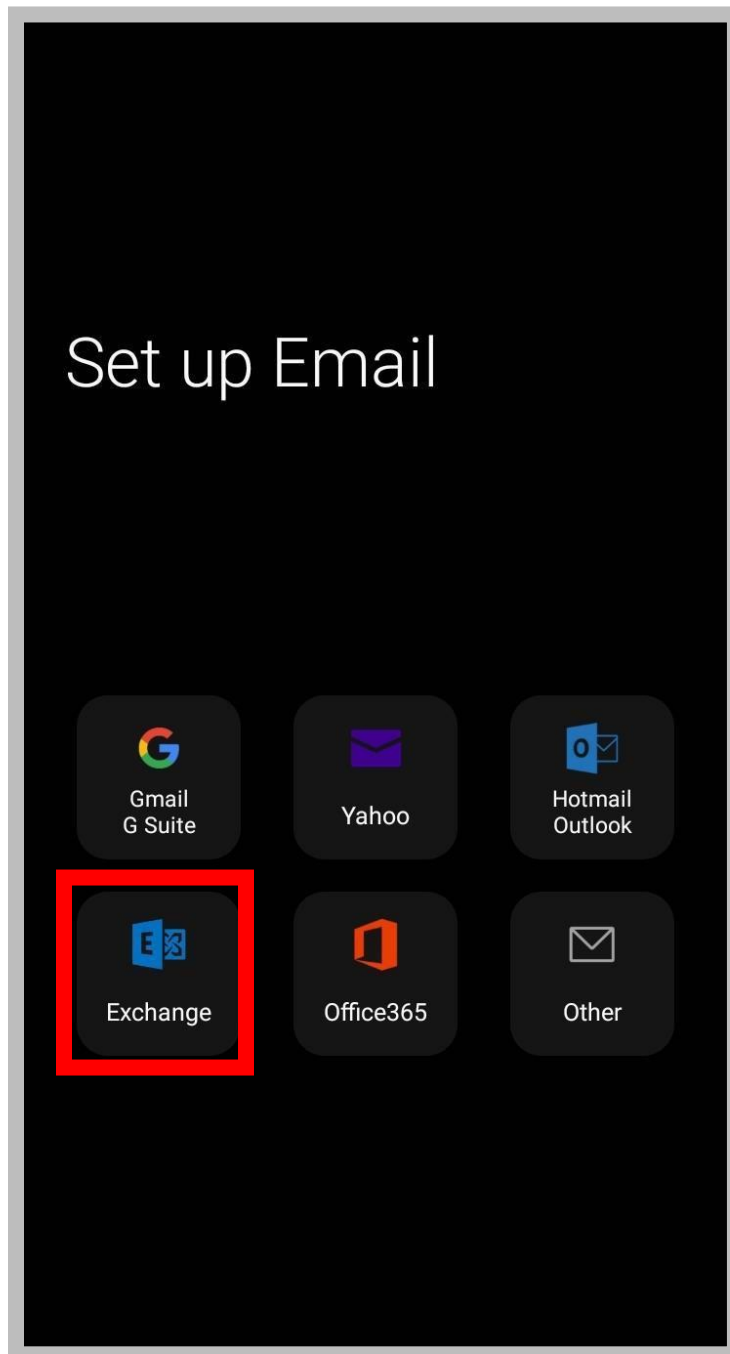
This tutorial will show you how to setup your TMU email on the android mail app.

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Enter email address and password then select “manual setup”	3
Enter your TMU password and then select “next”	4
Then select “Apply”	5
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Select Done	8

If you need any assistance please contact the IT Helpdesk in one of the following ways.
Browse to www.helpdesk.thomasmore.edu, call 859-344-3646, email helpdeskticket@thomasmore.edu, or stop by the Computer Center on the lower level of the administration building.

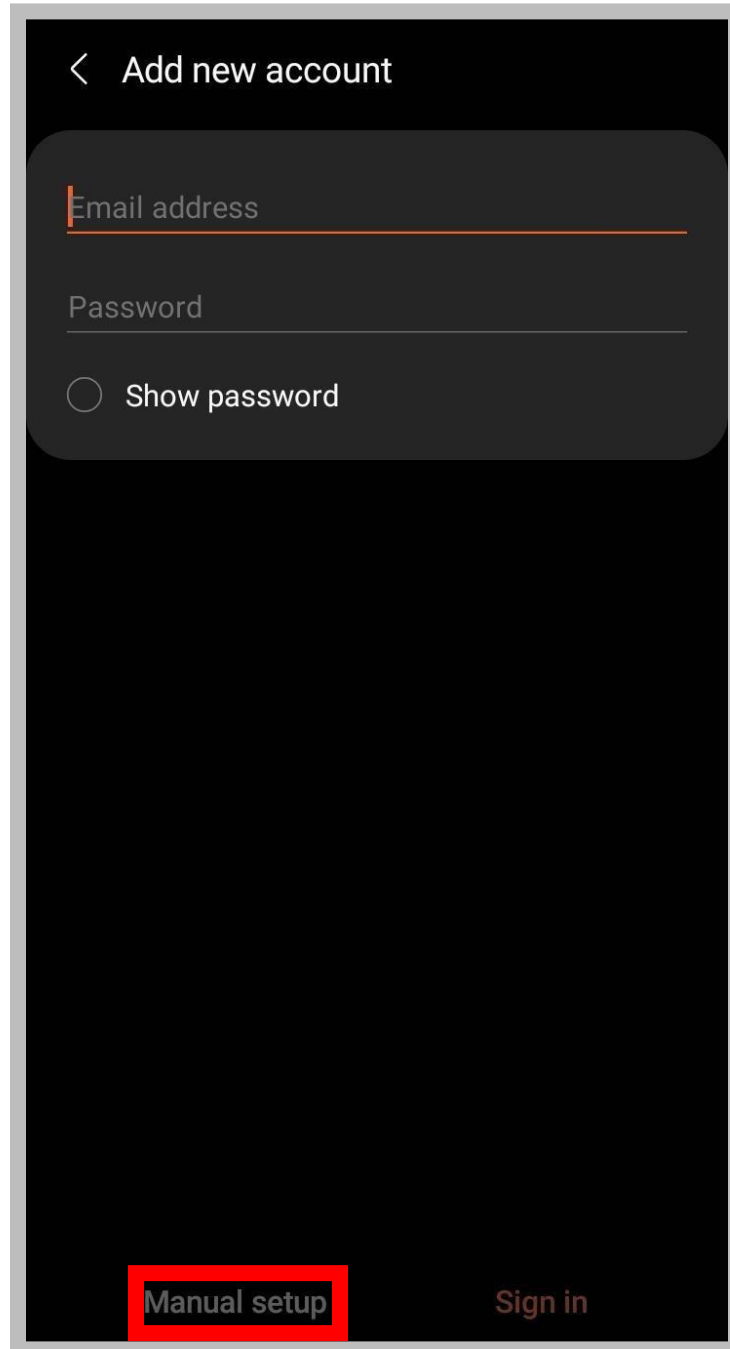
Select “Exchange”



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Enter email address and password then select “manual setup”

Note: You can select “sign in” instead and it should perform the setup process automatically and take you directly to your mailbox. But in case that does not work you will need to navigate back to this page and select “manual setup” instead.



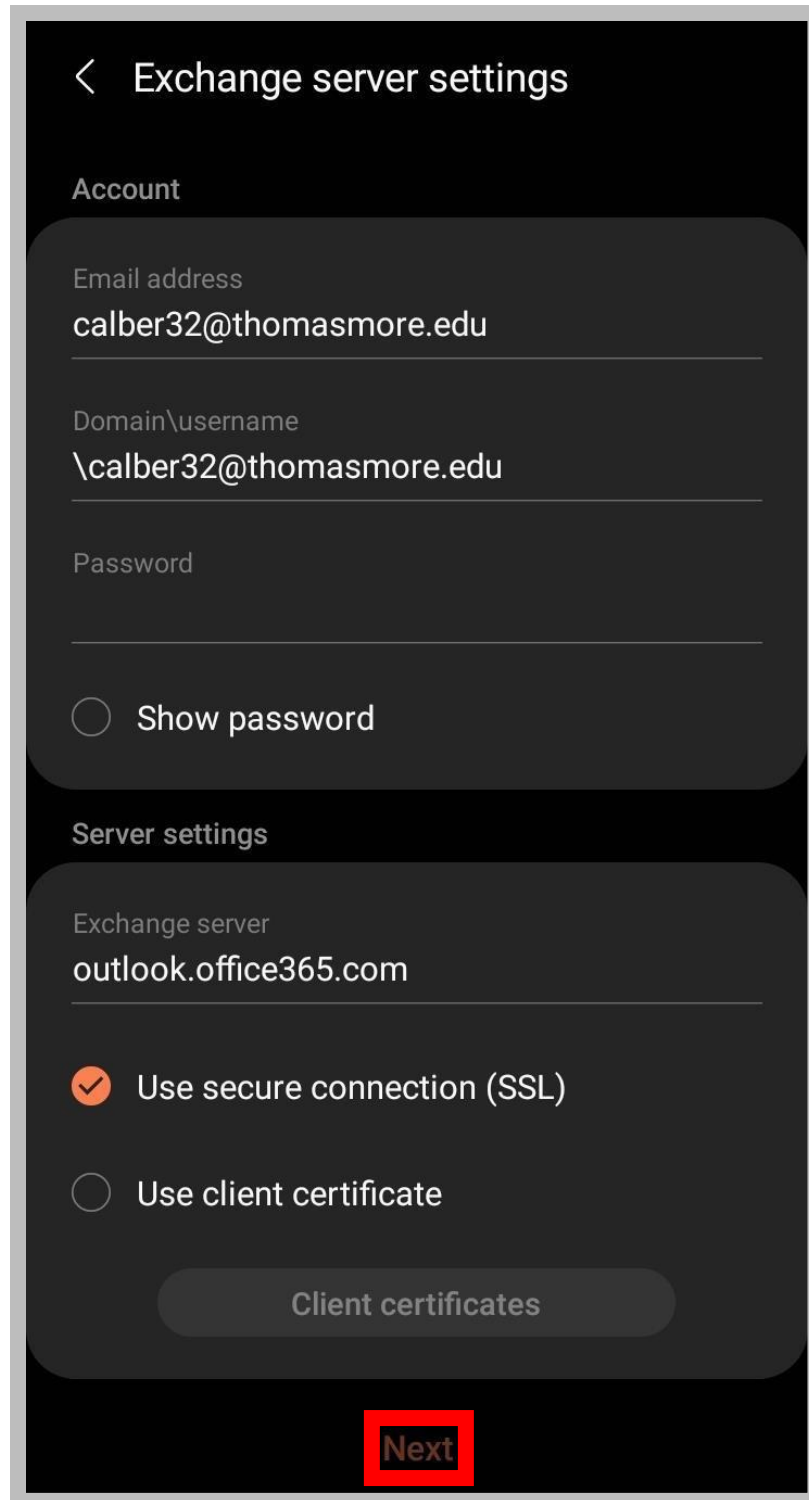
The screenshot shows a mobile application interface for adding a new account. At the top, there is a back arrow and the text "Add new account". Below this is a dark gray rounded rectangle containing two input fields: "Email address" and "Password". Under the "Password" field is a toggle switch labeled "Show password". At the bottom of the screen, there are two buttons: "Manual setup" (highlighted with a red box) and "Sign in".

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Enter your TMU password and then select “next”

Note: Make sure your email address is your TMU email address and for Domain\username make sure it is something like *your [username](#)*@thomasmore.edu similar to how it's shown.

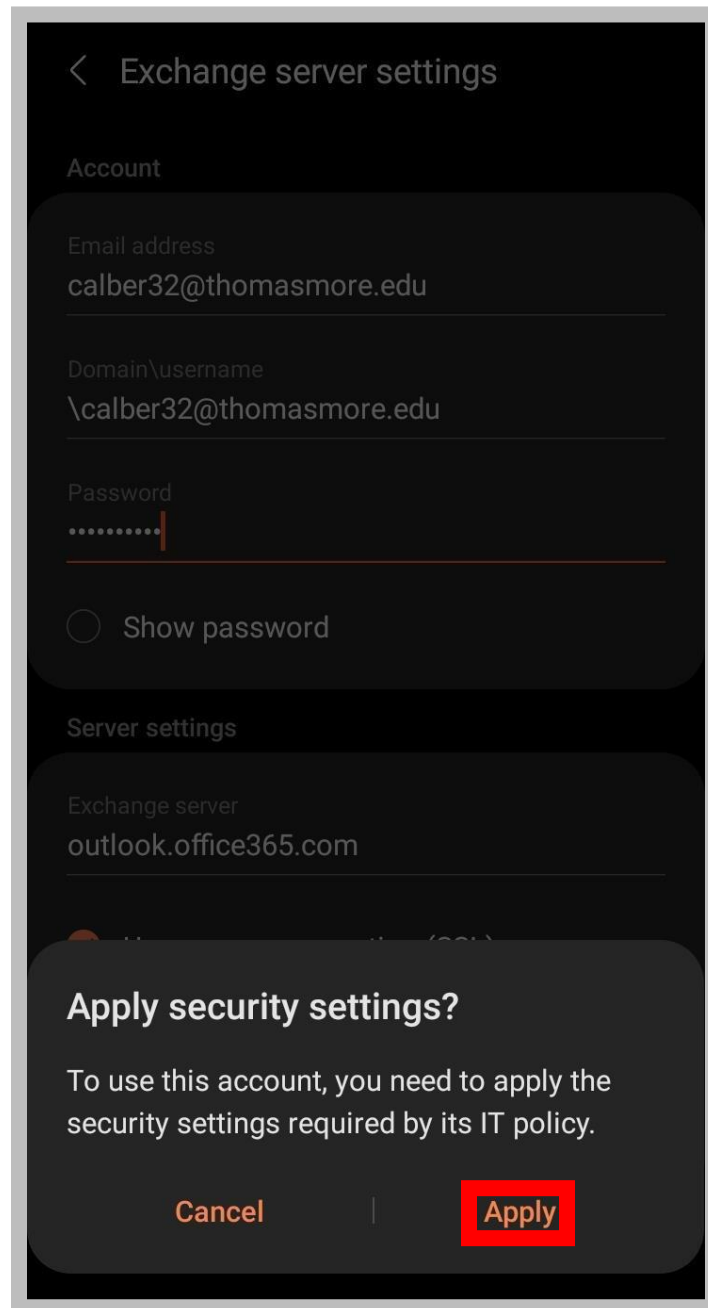


The screenshot shows a mobile application interface for configuring an Exchange account. At the top, there is a back arrow and the title "Exchange server settings". Below this, the "Account" section contains three input fields: "Email address" with the value "calber32@thomasmore.edu", "Domain\username" with the value "\calber32@thomasmore.edu", and "Password" which is currently empty. A radio button labeled "Show password" is located below the password field. The "Server settings" section follows, with an "Exchange server" field containing "outlook.office365.com". Below this, there are two radio button options: "Use secure connection (SSL)" which is selected with an orange checkmark, and "Use client certificate" which is unselected. At the bottom of the server settings section is a button labeled "Client certificates". At the very bottom of the screen is a red-bordered button labeled "Next".

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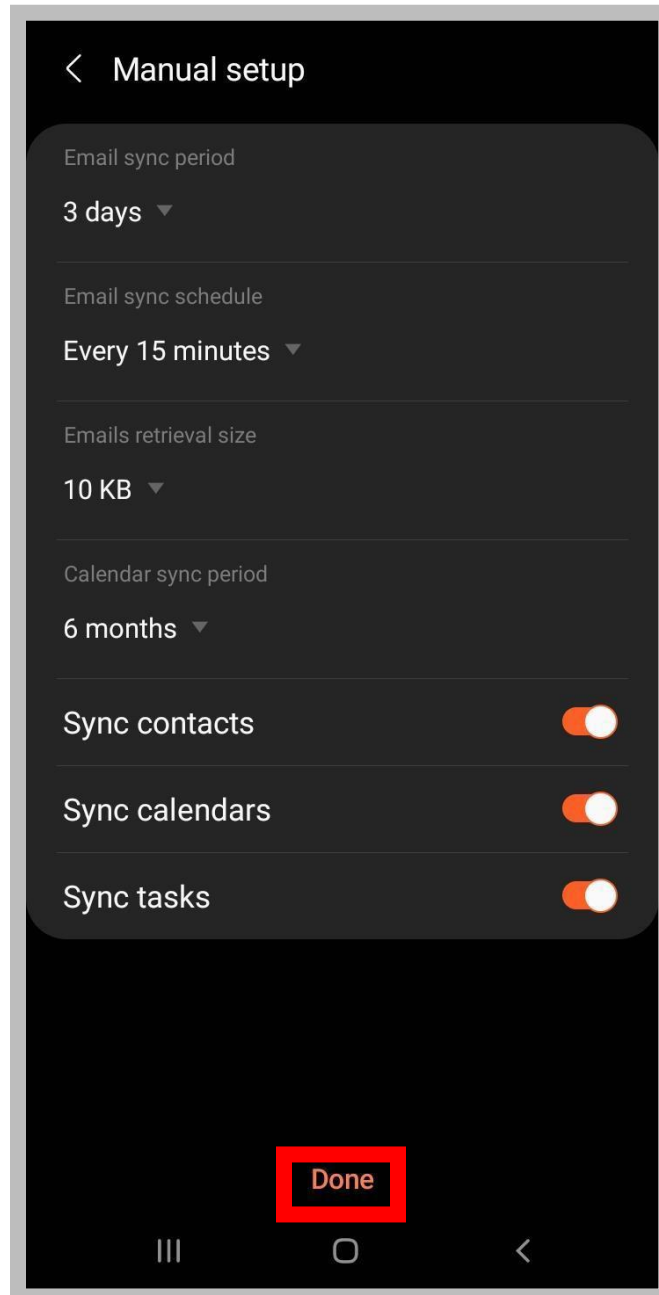
Then select “Apply”



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Select “Done”

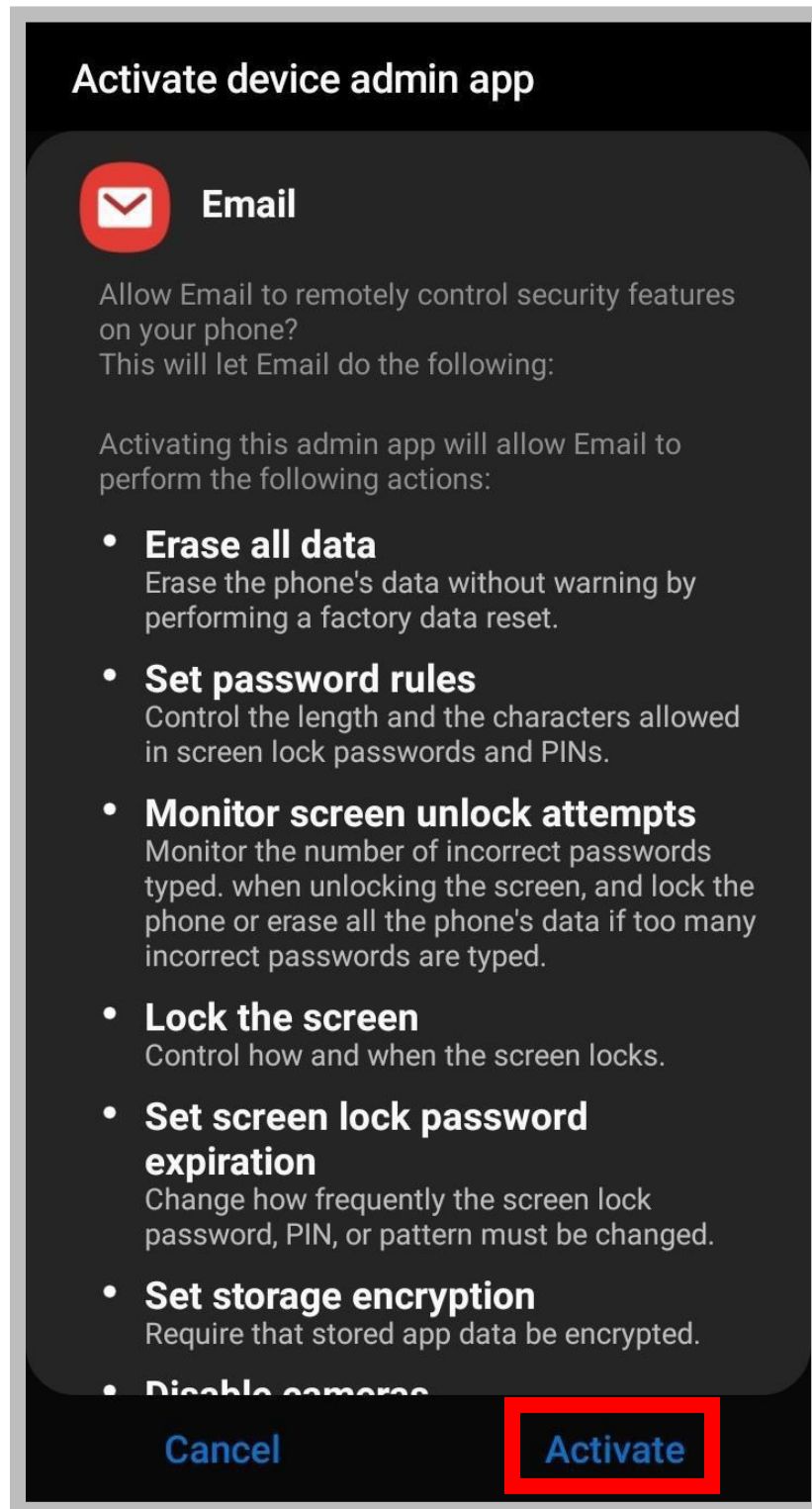
Note: If you would like to sync your contacts, calendars, or tasks make sure those are switched as shown in the picture below.



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Select “Activate”



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Select Done

Note: You can change your account name here if desired. But keep in mind this will be the name that shows up on sent emails.

Edit names

Your account has been set up. You can now change your account name and your name for outgoing email.

Account name (optional)
calber32@thomasmore.edu

Done

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