

Android Devices – UHV Email Configuration

***Android varies greatly from device to device. Please use these instructions as a guide. As they might not lineup exactly for every device and manufacture. ***

Settings -> General -> Accounts -> Add account -> Microsoft Exchange ActiveSync

Email address = username@uhv.edu (students please use your Student ID #)

Password = UHV account password.

Click **Next**.

Accept the increase security terms and conditions.

Select account options for mail and calendar syncing. (This options are all user preferences).

***some phones will offer to sync text messages – most users turn this feature off **.*

Click **Next**.

Click **Activate/Accept** the increase security terms and conditions again.

Click **Done**.

If the auto configuration is unable to configure email on your device. The manual settings are:

Students

Email address = studentid#@uhv.edu

Domain\Username = \studentid#@uhv.edu – some devices require a double domain entry uhv\studentid#@uhv.edu

Exchange server = outlook.office365.com

Use secure connection (SSL) = checked

Use client certificate = unchecked

Employees

Email address = username@uhv.edu

Domain\Username = \username@uhv.edu – some devices require a double domain entry uhv\studentid#@uhv.edu

Exchange server = mail.uhv.edu

Use secure connection (SSL) = checked

Use client certificate = unchecked