Instructions for Connecting to a Baruch College Faculty or Staff Email Account
Android Ice Cream Sandwich (4.0)

Requirements: Android device with at least Ice Cream Sandwich (version 4.0)

To connect your device to your Baruch FacStaff email account, follow these steps:

**Step 1:** Tap the “Settings” button on your Home screen to open the Settings menu.

![Settings button on Android device](image)

**Step 2:** Under the “Accounts” heading, tap “Add account”.

![Setting menu with accounts highlighted](image)
Step 3: Tap the “Corporate” option.
Step 4: Fill in your Baruch FacStaff email and password.

Your.Name@baruch.cuny.edu

.........................

Next
**Step 5:** Tap outside of the “Incorrect Password and Email” message, then fill in your Domain (BCTC for staff, ACAD for faculty), followed by your username, as shown below.

![Account setup](image)

**Step 6:** Fill in the Server field with “async.baruch.cuny.edu”, as shown below.

![Account setup](image)

**NOTE:** The Domain and username should be separated by a backslash, as in the image.

**Step 7:** Make sure that the boxes next to “Use Secure Connection (SSL)” and “Accept All SSL Certificates” are both checked, then tap “Next”.

![Server settings](image)

**Step 8:** To make sure that your email account is secure, the server will ask to configure some security settings on your phone. Accept the configuration by tapping “OK”.
**Step 9:** Choose your sync options as desired, then tap “Next”.

**Step 10:** Give your account a name, then click “Next” to finalize your account.
Once that is done, you should be able to see your FacStaff email by tapping the “Mail” app on the Home Screen.

*If you have any problems, please do not hesitate to contact the Baruch College Computing & Technology Help Desk for assistance.*