ACCESSING OUTLOOK FOR ANDROID USERS

for Faculty & Staff
Step 1

Find and open up the email application on your device.

Once opened, select “ADD NEW ACCOUNT”.
Step 2

Please enter your baruch email and password credentials.

Then select “SIGN IN”.
Step 3

Select "MICROSOFT EXCHANGE ACTIVESYNC" and then continue on to the next step.
Step 4
Enter your credentials, then select “NEXT”.

Email address
John.Smith@baruch.cuny.edu
Domain\username
bcjsmith
Password
*******
Step 5

Make sure “mymail.baruch.cuny.edu” is entered in and “Use secure connection(SSL)” is checked, then select “NEXT”
Step 6

Select "CONTINUE".
Step 7
Select “OK”
Step 8

Select "NEXT"
Step 9

Select “ACTIVATE”.

Server mymail.baruch.cuny.edu must be able to remotely control some security features on your device.

Activating administrator will allow Email to perform the following operations:

- **Erase all data**
  Erase phone's data without warning, by performing factory data reset.

- **Set password rules**
  Control the screen unlock password length and character restrictions

- **Monitor screen unlock attempts**
  Monitor number of incorrect passwords entered when unlocking screen, and lock phone or erase all phone data if too many incorrect passwords are entered.

- **Lock the screen**
  Control how and when the screen locks

- **Set screen unlock password expiration**
  Control how frequently the screen unlock

CANCEL   ACTIVATE
Step 10

Select “DONE”.