ACCESSING OUTLOOK FOR ANDROID USERS
for Faculty & Staff

Baruch College
Baruch Computing & Technology Center
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”.
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”.
Step 10
Select "DONE".