Setting Up Email for Android

**Important:** The following instructions are specific to the LG G3. Not all Android devices will be identical, but should follow the same convention.

1. Direct the student to [www.kirkwood.edu/email](http://www.kirkwood.edu/email)
2. Click on [FAQ](http://www.kirkwood.edu) on the side bar
3. Under the “My email no longer work on my phone” bullet, click on [Click here for instructions on how to sync your mobile device](http://www.kirkwood.edu).  
4. Then, click on [If you don’t know your Office 365 password click here to reset it.](http://www.kirkwood.edu)
5. Use the “Reset my Office 365 Password” button
6. They’ll need to log in with their K#/Eaglenet password
7. A randomly generated password will appear. Make sure they write this down. (They can reset this on their own in Outlook)
8. Take them through the following steps, but remember the password takes about 5 minutes before it is activated.

**Quick-Access Info:**

**Email address:** is knumber@student.kirkwood.edu  
**Password:** is the randomly generated password they just created.  
**Account Type:** is IMAP

**IMAP Server:** outlook.office365.com  
**IMAP Security:** SSL  
**IMAP Port:** 993

**SMTP Server:** smtp.office365.com  
**SMTP Security:** TLS  
**SMTP Port:** 587

When choosing the email provider select “Other”

Email address is knumber@student.kirkwood.edu  
Password was the randomly generated just created.
Select IMAP4

IMAP4 server is outlook.office365.com
Security type is SSL
Port Number is 993

SMTP server is smtp.office365.com
Security type is TLS
Port number is 587

Name the account and the student is finished.