

Setup QU Email for Students on Android

User Guide

(February 2017)





Setup QU E-mail for Students on Android

1. Under *Settings* menu click on *Accounts*.
2. Add Account.
3. Select *Microsoft Exchange Active Sync*.
4. Enter your **QU Email** and **Password**, then Click **Sign in**.

Exchange ActiveSync

Your QU email address

Your QU password

Show password

Set as default account for sending email

MANUAL SETUP SIGN IN

If the phone is using the latest Android, then it will automatically configure the server settings. However, if the phone is using an older version then you might need to setup the server setting manually as follow:

- **Email address:** Your QU Email
- **Domain/ Username:** Your QU Username followed by *@qu.edu.qa*
- **Password:** Your QU Password
- **Exchange Server:** *outlook.office365.com*

Example:

If username is *sa1234567*

For the email type *sa1234567@student.qu.edu.qa*

For username type *sa1234567@ qu.edu.qa*

5. Complete e-mail setup.

Exchange server settings

Email address

Your QU email address

Domain\username

QU username @qu.edu.qa

Password

Your QU password

Show password

Server settings

Exchange server

Outlook.office365.com