Email Setup: Android (Faculty/Staff)

Below are instructions for setting up JMLS student email on a mobile device running Android.

1. Navigate to your e-mail client application.  
   **Note:** Depending on your previous configurations, you may have to navigate to Settings to add another e-mail account. If not, skip steps 2 and 3.

2. From your inbox, go to Settings.

3. Under Settings, go to Add Account.

4. Faculty and staff set up the email account as Outlook.com.
5. Enter your email address and password then click Manual setup.

6. When asked what type of account, select Microsoft Exchange ActiveSync.


8. Set your name for the account. Click Next.

9. Click Done. Now you are able to access your inbox from your device.

Questions?

Please contact the ITS Help Desk via the Help Desk Portal at helpdesk.jmls.edu, by phone at 312/427-2737 x550, or by email at helpdesk@jmls.edu. Or visit us in Room 733, 7th floor, State Street Building.