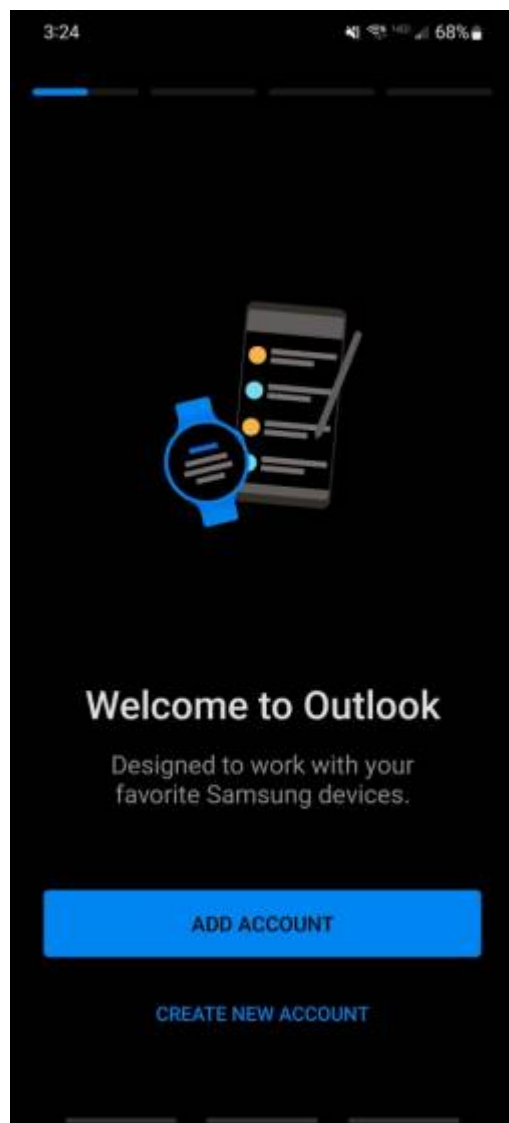


Set up Trinity Email on Android

To set up your Trinity email on your Android device, you may use either the Microsoft Outlook app or the pre-installed mail app. Instructions for both are below (Microsoft Outlook is recommended).

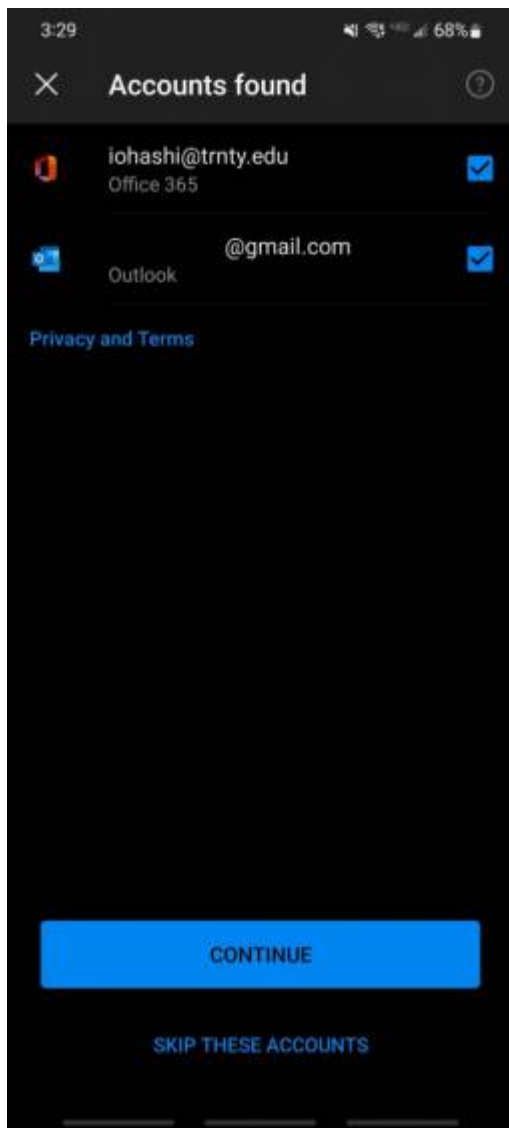
Microsoft Outlook

1. Download and install **Microsoft Outlook** from the Play Store.
2. Once installed, open the app. Click **Add Account**.

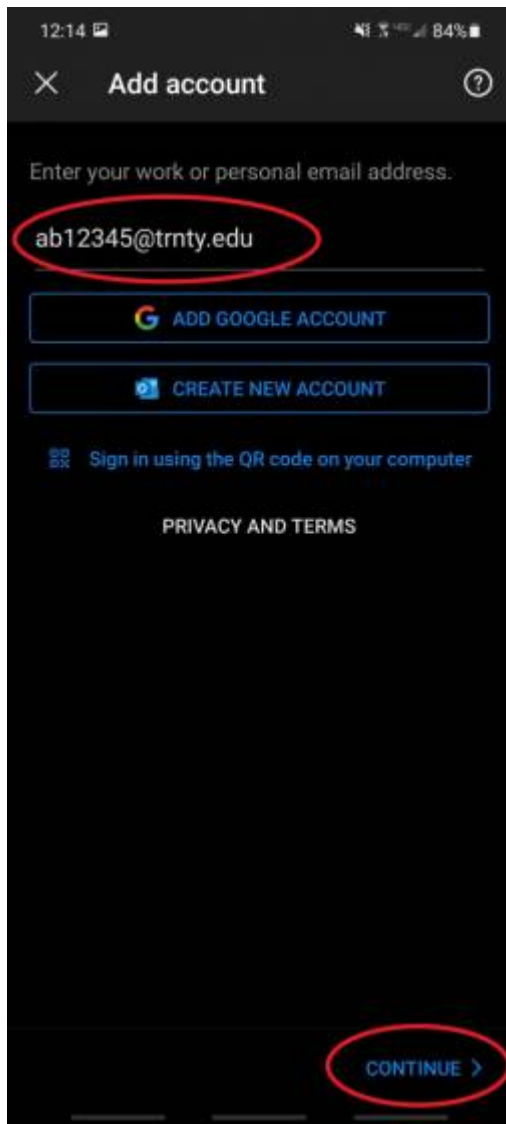


3. If you have signed into your Trinity account elsewhere on the device, Outlook may automatically find your account. If your Trinity account is listed, you may check the checkbox and **Continue**.

If your Trinity account is not automatically found but other personal accounts are, you can click **Skip These Accounts**.

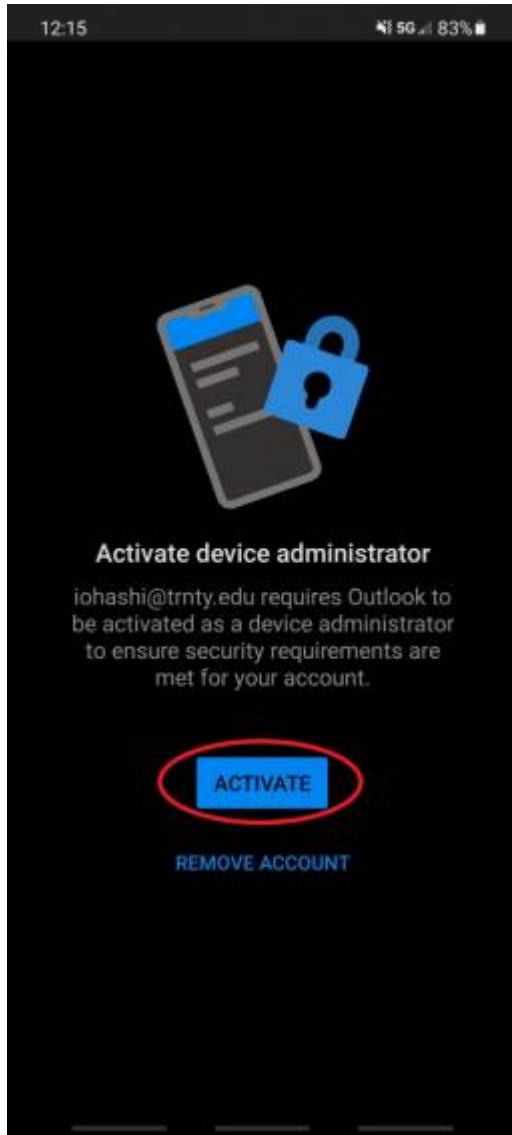


If your Trinity account was not automatically found, enter your Trinity email address on the “Add account” screen in the form of **ab12345@trnty.edu** (or **jdoe@trnty.edu** for faculty/staff) and tap **Continue**.

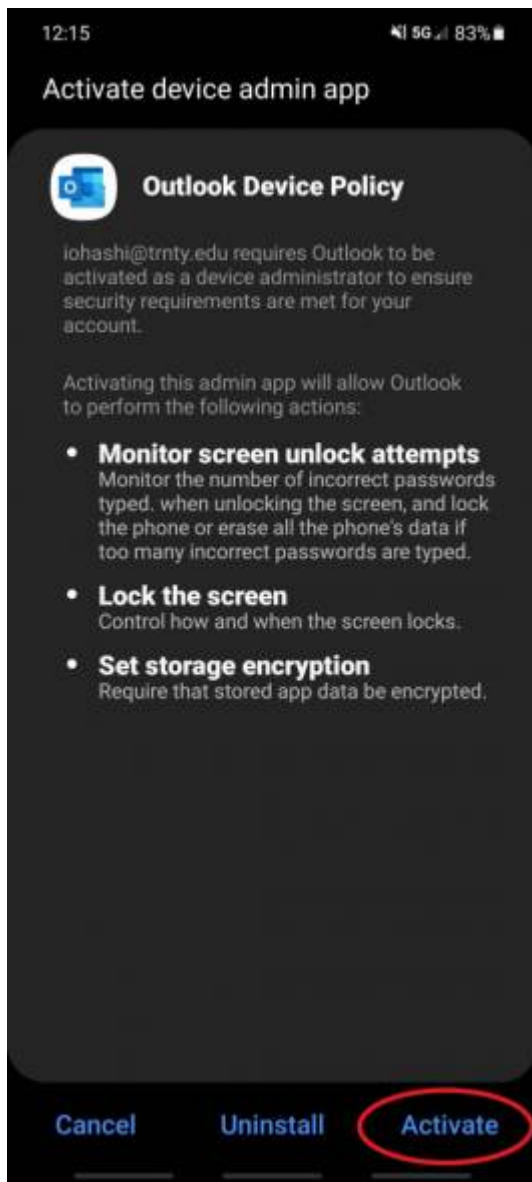


4. Outlook will try to log you in and may prompt for your Trinity password and/or multi-factor authentication. Complete these steps if prompted.

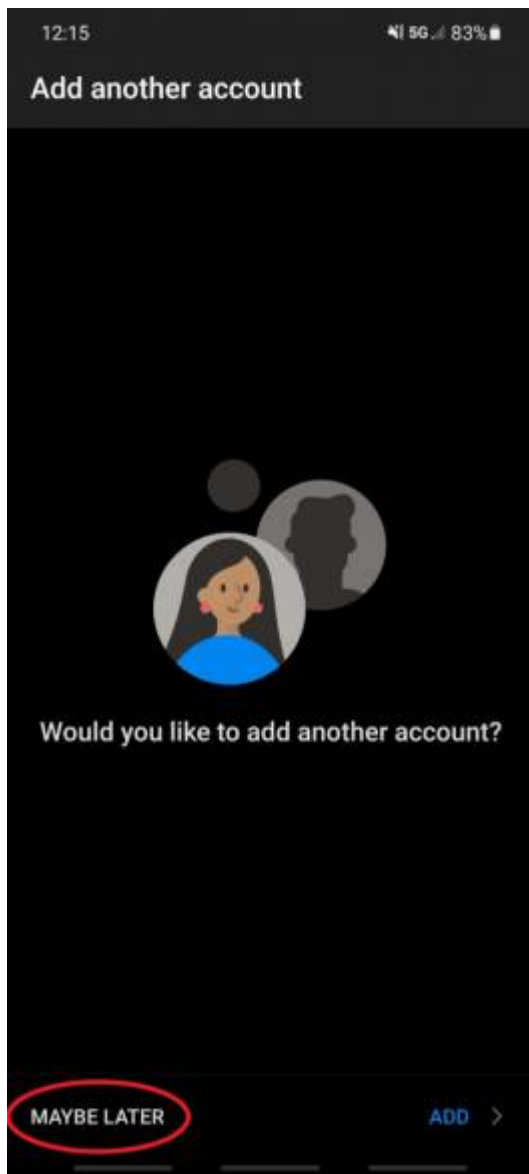
5. Outlook will require device administrator permissions to ensure appropriate security measures are in place on your phone. Tap **Activate** to allow these permissions.



6. Tap **Activate** again on the next screen.



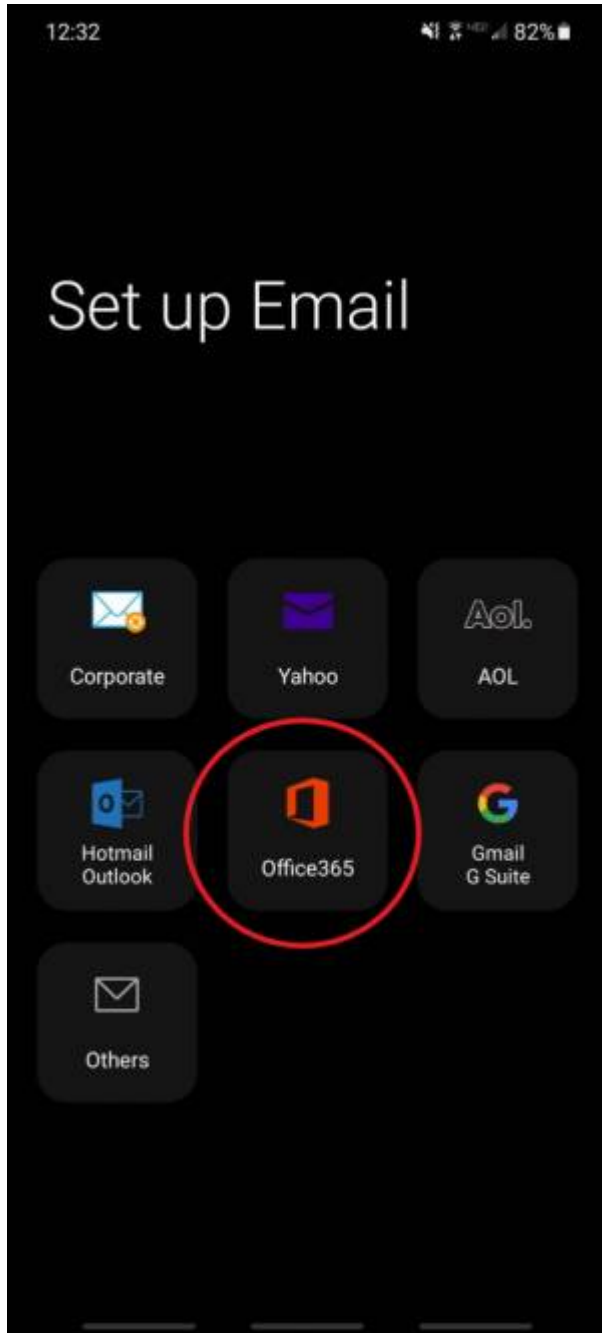
7. If prompted to add another account, you may tap **Maybe Later**.



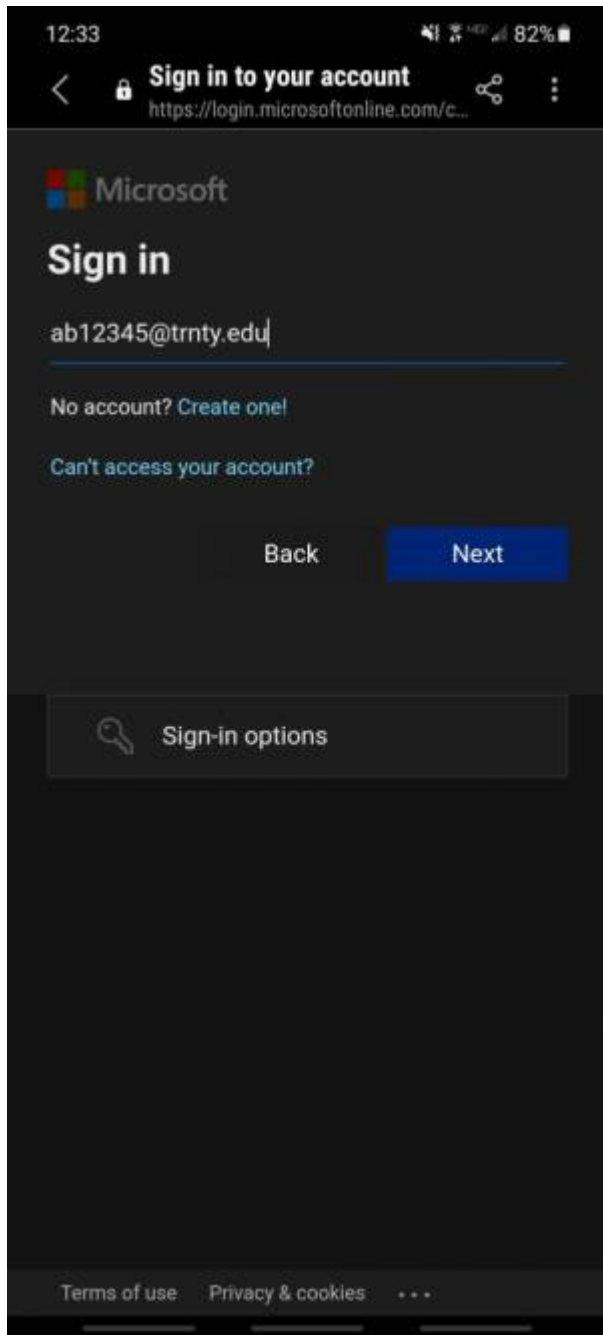
8. Outlook will guide you through a first-time guide, and you will then be able to access your Trinity email via the Microsoft Outlook App.

Pre-installed mail app

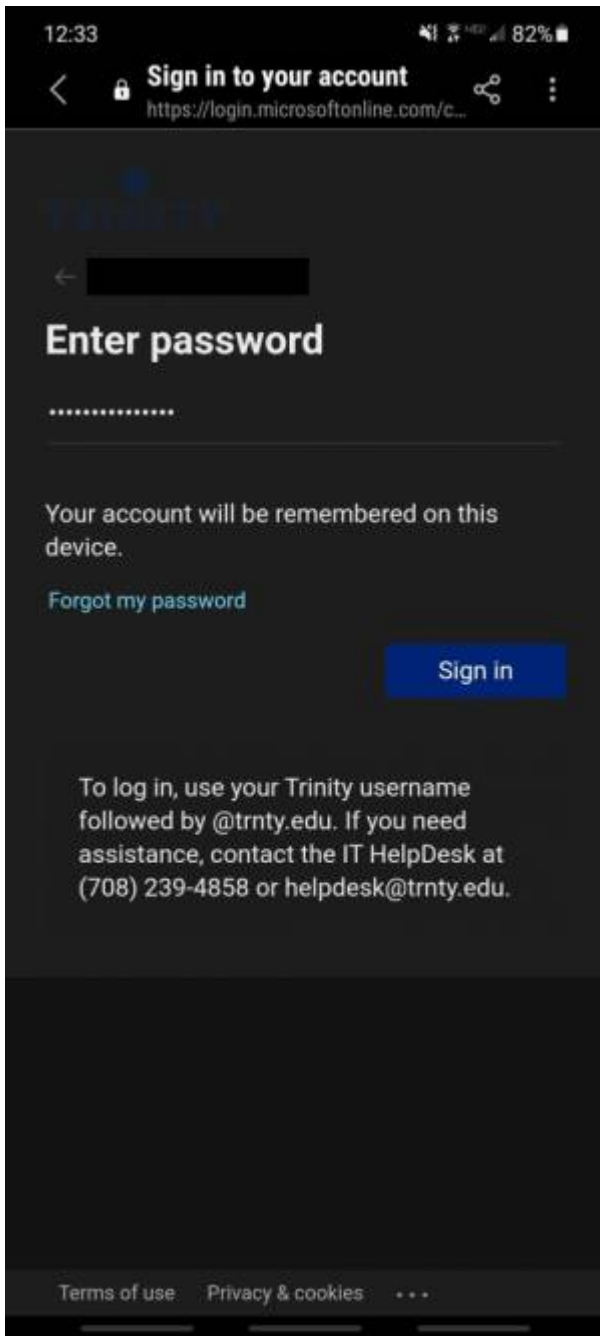
1. Open the Email app.
2. When asked what type of account to set up, tap **Office365**.



3. Enter your email address in the format **ab12345@trnty.edu** (or **jdjoe@trnty.edu** for faculty/staff) and tap **Next**.

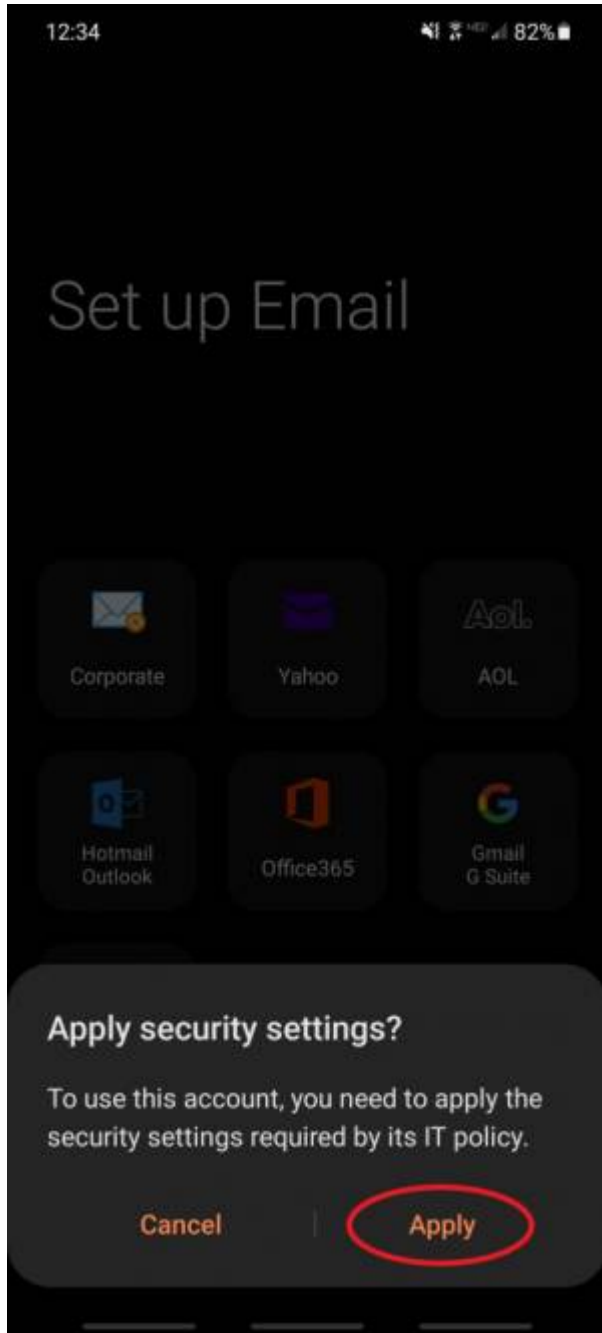


4. Enter your **Trinity password** and tap **Sign in**.

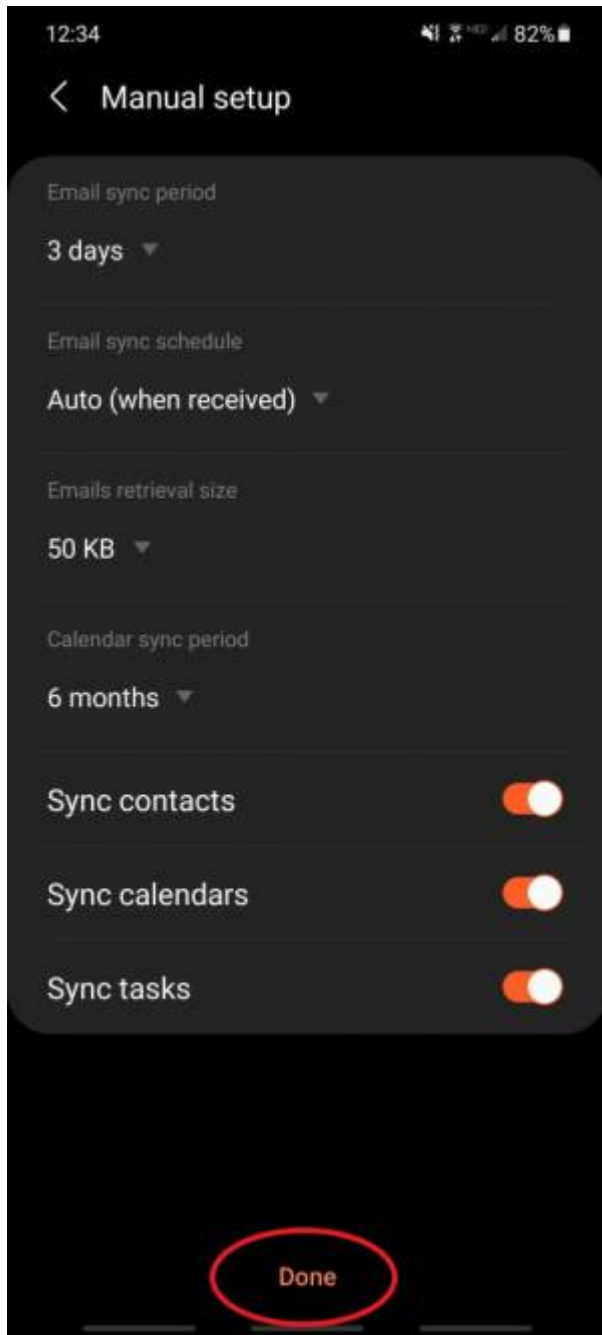


5. If your account has MFA (multi-factor authentication) set up, you will be prompted to **Approve sign in request**. Approve the request using whichever method you normally do for your Trinity account.

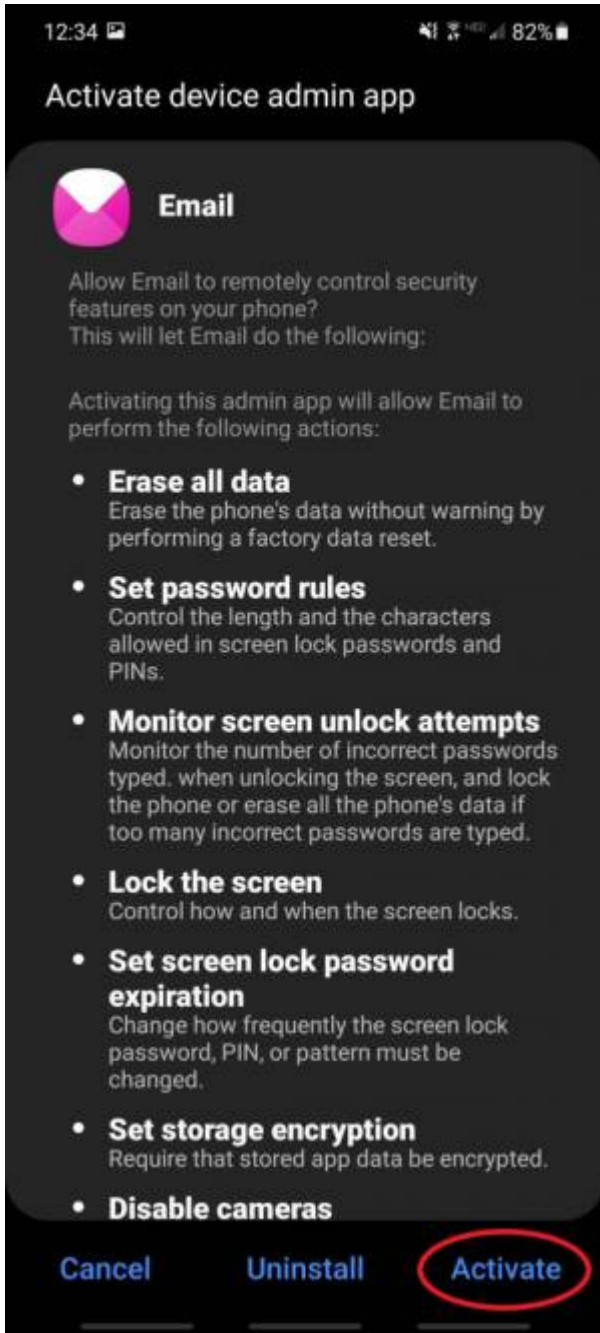
6. A pop-up will appear at the bottom of the screen prompting to “Apply security settings?”. Tap **Apply**.



7. On the next screen, choose what to sync and for how long (you may keep the defaults here if desired). Tap **Done**.



8. Your Trinity email will require device administrator permissions to ensure appropriate security measures are in place on your phone. Tap **Activate** to allow these permissions.



9. You should now be able to access your Trinity email via your phone's Email app.