Android/Pixel Devices:

There are two options to access e-mail on your mobile device.

- Option 1. Native E-mail App
- Option 2. Outlook App

Please follow the directions for the option you prefer.

OPTION 1. NATIVE E-MAIL CLIENT RECONFIGURATION DIRECTIONS:

If you would like to use the native e-mail app (where e-mail, calendar, and contacts are integrated into the phone or tablet) please follow the instructions below to remove the previous account first and reinstall your e-mail profile.

Removing existing e-mail profile

1. Go to "Settings"



2. Tap on "Accounts"



3. Tap on your <u>name@ucf.edu</u> account



4. Tap "Remove Account"



5. Confirm to "Remove Account"



Adding new e-mail profile

1. Go to "Settings"



2. Tap on "Accounts"



3. Tap on "Add Account"



4. Select "Microsoft Exchange"



5. Enter your E-Mail address and "Select Next"



6. Sign in with your NID and NID password on the Federated Identity page



7. MFA will prompt you for a second authentication. The simplest option is "Send Me a Push," but you may instead choose "Call Me" or "Enter a Passcode."

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8. Your account is ready to go! (NOTE: You might be asked to strengthen your PIN code.)



OPTION 2 - Outlook App CLIENT RECONFIGURATION DIRECTIONS:

Installing Outlook App

1. Open play store



2. Type "Outlook" to search and select "Install" for Microsoft Outlook



3. Once the Install is complete; Select "Open"



5. From the Welcome to Outlook screen, select "Add Account"



6. Type your UCF e-mail

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7. UCF Federated Identity: type your NID and your NID password

8. MFA will prompt you for a second authentication. The simplest option is "Send Me a Push," but you may instead choose "Call Me" or "Enter a Passcode."

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9. Activate your account on your device



10. Read Outlook Device Policy and select "Activate this device admin app"



11. Would you like to add another account? Select "Maybe Later"

