Setting Up an @fairfield.edu Mail Account on an Android Device

While different Android phones and tablets may vary somewhat in the look of their email applications, these generic instructions should provide users with the information they need to successfully configure any Android device to connect to Fairfield University’s email server.

1. To begin, touch the Applications button on your device, then scroll down and launch the email application.

2. If you have not previously used this application, you will be presented with the Account Configuration Wizard. Simply enter your University email address (e.g., jdoe@fairfield.edu) and your NetID password.

If you have used this application for a different email account, you will need to start the Account Configuration Wizard. To start the Wizard, tap the menu button, then select the Accounts button, and choose Add account.

3. From the menu of three account options, choose Exchange Account.
4. In the window that appears, fill in the following fields:

   **Domain**: ffldu  
   **Username**: your NetID (e.g., jdoe)  
   **Description**: a description to identify this account in case you add a second mail connection (e.g., Fairfield mail, Exchange, etc.)  
   **Server**: owa.fairfield.edu  

   Check the boxes labeled “Use Secure Connection (SSL)” and “Accept All SSL certificates.”

   Touch the Next button in the bottom right-hand corner of the screen.

   After a few moments, another field will appear on the screen for the Server name. Touch this field to display the keyboard and enter the value owa.fairfield.edu, then touch the Next button.

5. Once you successfully make the connection to the mail server, you will see a screen with a number of configuration options.

   **Email frequency**. How often would you like your device to check for email?  
   *Automatic (Push)* will send messages directly to your phone the minute they arrive at the server. Depending on how much mail you receive, this choice could adversely affect your battery life.  
   Choosing a frequency of *None* means that you will have to manually refresh your email client to see if there is new mail. You do this by just launching the mail application.  
   **Amount to synchronize**. Choose how much mail you would like to keep on your phone, from the past three days of messages to an entire month’s worth.

   After making your selections and checking the boxes to sync your University contacts and calendar, touch the Next button.

6. Finally, provide a name for the account (this is important if you have more than one mail account configured on your phone), as well as name that will appear on outgoing messages (e.g., John Doe, J. Doe, John Doe Jr., etc.).

   Touch Done to complete the process and begin receiving your mail.