# Syncing your FGC Wolves email

to your Android phone/device

1. Open the '**Settings**' app on your Android device.
2. Locate the *Accounts* section and Tap '**Add Account**'
3. TAP '**Email**'
4. Input your user information.
   a. Input your full email into the Email field.
      FirstName.LastName@wolves.fgc.edu
   b. Input the password to your email into the Password field.
   c. TAP '**Next**'
5. TAP '**Microsoft Exchange ActiveSync**' or
   (Corporate, Corporate Sync, Microsoft Exchange, Exchange, etc.)
   a. Wait for phone to check automatic settings
   b. If the phone doesn't auto detect the settings correctly then use the Example Account Info provided to input your settings.
      (Replace John Doe with your name)
   c. TAP '**OK**' for *Remote security administration*
6. Set Account options
   a. Set these options to your preferences: *Period to sync Email*, *Sync schedule*, *Peak schedule*, *Emails retrieval size*, & *Period to sync calendar*
   b. We recommend setting the remaining options as shown in this photo.
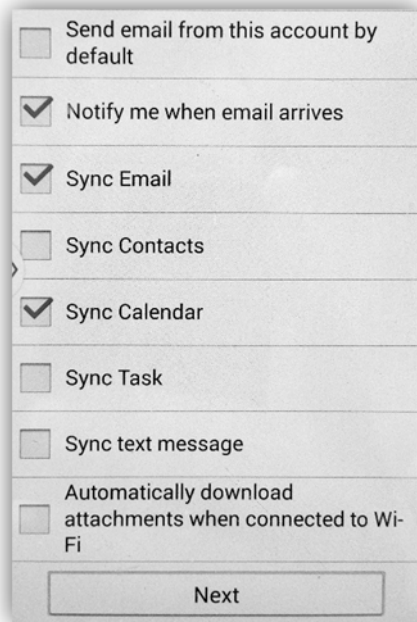
EXAMPLE	
Account Information	
Name:	John Doe
Email:	john.doe@wolves.fgc.edu
Server:	outlook.office365.com
User Name:	john.doe@wolves.fgc.edu
Password:	xxxxxxxxxx
Domain:	wolves.fgc.edu

7. TAP '**Next**'
8. Input '**WOLVES**' into optional account name.
9. TAP '**Next**'
10. Setup complete. Exit the '**Settings**' app. Email located in the '**Mail**' app.

Need further assistance?
Contact us by submitting a Student Help Request Form located online at:
Technology.FGC.edu/help