

Setting up your LSUA Email account on your Android phone or tablet

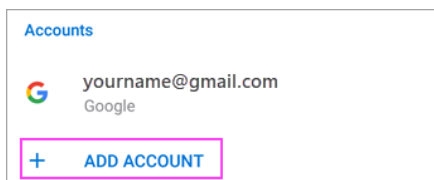
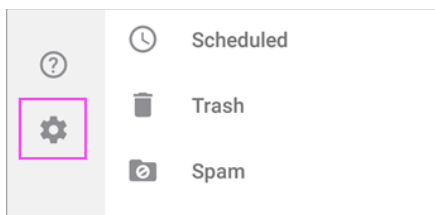
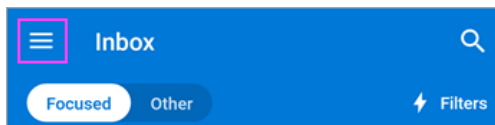
IET recommends that you download the **Outlook for Android mobile app** from the Google Play Store and use it for your LSUA email account.

To get started using the Outlook Mobile app, follow the instructions below.

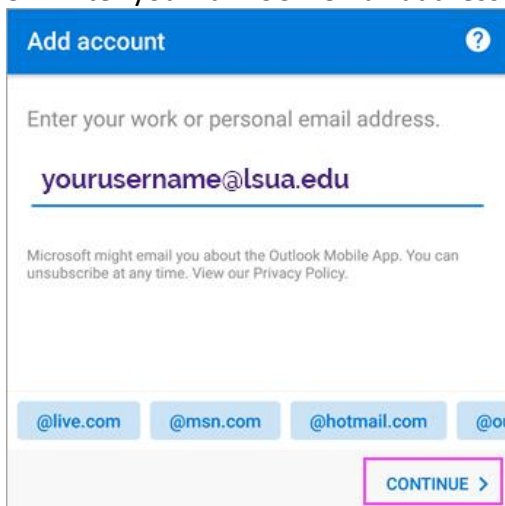
1. Download the **Outlook for Android app** from the [Google Play Store](#) on your android device.



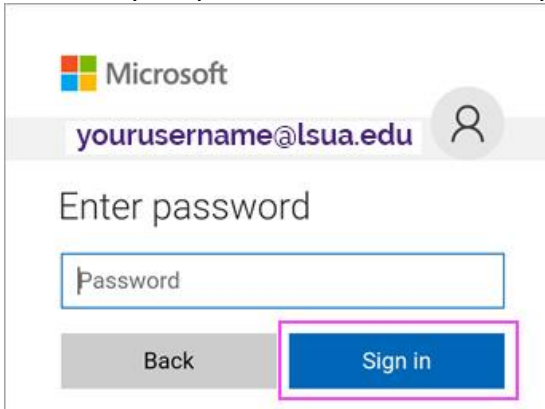
2. Next, open Outlook for Android and click the **Menu button**, select **Settings**, then **Add Account**.



3. Enter your full LSUA email address and click **Continue**.

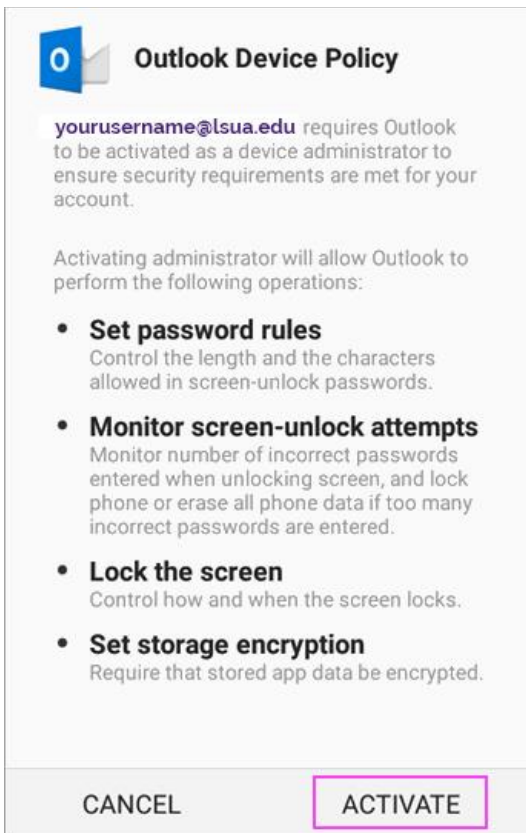


4. Enter your password associated with your LSUA email address. Click **Sign in or Next**.



The image shows a Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the email address 'yourusername@lsua.edu' is displayed next to a person icon. The text 'Enter password' is centered above a password input field. Below the input field are two buttons: a grey 'Back' button and a blue 'Sign in' button. The 'Sign in' button is highlighted with a pink rectangular border.

5. If 2-step verification is enabled, verify yourself.
6. You may be required to activate additional polices, click **Activate** and **Activate again**. Outlook may also request permission to access your calendar, contacts, etc. **Tap Yes or Allow**.



The image shows an 'Outlook Device Policy' dialog box. It features the Outlook logo and the title 'Outlook Device Policy'. The main text states: 'yourusername@lsua.edu requires Outlook to be activated as a device administrator to ensure security requirements are met for your account.' Below this, it says 'Activating administrator will allow Outlook to perform the following operations:' followed by a bulleted list of permissions: 'Set password rules', 'Monitor screen-unlock attempts', 'Lock the screen', and 'Set storage encryption'. At the bottom, there are two buttons: a grey 'CANCEL' button and a blue 'ACTIVATE' button. The 'ACTIVATE' button is highlighted with a pink rectangular border.

NOTE: Not all Android devices are configured the same. Depending on the manufacturer, as well as the Android version, your device may have to be configured slightly different than the instructions above. However, information that you may need is listed below.

- **Email Address:** Your full LSUA email address (i.e. jdoe001@lsua.edu)

- ****If you are at AMOA, your email address will follow this format:**
firstname@themuseum.org.
- ****If you are at University Academy, your email address will follow this format:**
first.last@uacnla.com
- **Password:** Your LSUA password (password is case sensitive)
- **Username:** Your LSUA Username (do not include @lsua.edu)
- **Domain:** lsua.edu
- **Server:** mail.lsua.edu
- **Domain\Username:** username (i.e. jdoe001)
- It may also ask for "**type**" of email service. If so, please choose any of the following: Microsoft Exchange, Exchange Active-Sync, or Corporate.

If you need help, call **IET Services** at (318) 473-6574 or stop by the Technology Center for Personal Assistance.