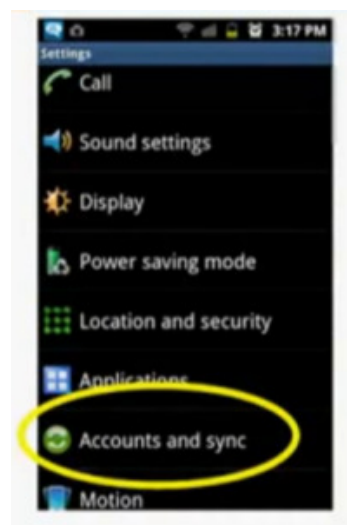# Android Glow Email setup

1. ****IMPORTANT****
   - If you have not changed your Glow password since January 2013, please do so first.
   - Please ensure that you have logged into Glow, opened the Outlook365 tile and set your time zone to *"(UTC) Dublin, Edinburgh, Lisbon, London"* if prompted. This will complete the configuration of your Outlook account.
   - The following day you can proceed with mobile device setup.
   - In the interest of security, please ensure your mobile device has a lock screen enabled with a passcode. If it has a "remote wipe" feature, we suggest this is also enabled.

   Due to the Open Source nature of Android, some screens/options may differ from device to device.

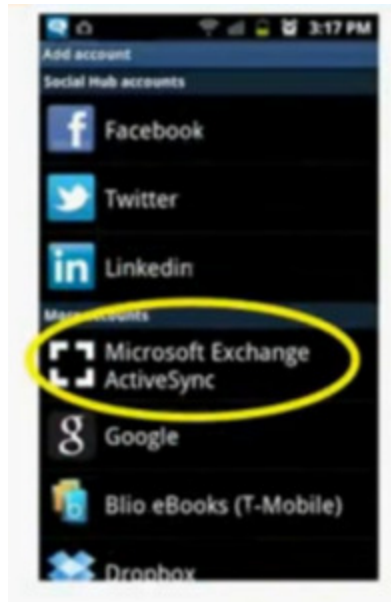2. On your Android device, click *Settings*
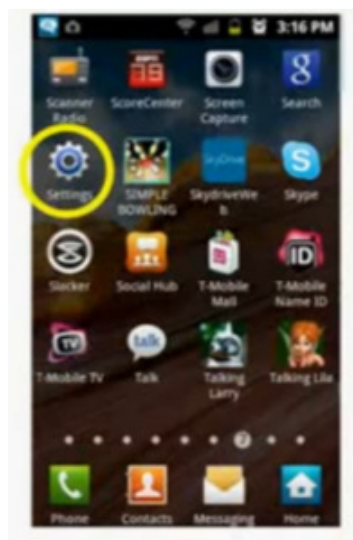
3. Then *Accounts and Sync*

For newer versions of Android, the *Add Account* option is in the *Accounts* area of the *Settings* screen.

4. Click *Add Account*

5. Choose *Microsoft Exchange ActiveSync*

6. Enter the details:

   Email: <glowusername>@glow.sch.uk

   Password: <yourglowpassword>

7. Scroll down and click *Manual Setup*

8. Enter the following:

   Domain\username: glowscotland.onmicrosoft.com\<glowusername>@glow.sch.uk

   Password: <yourglowpassword>

   Exchange Server: pod51007.outlook.com

9. Click *Next* to verify the settings. Make sure Mail, Contacts, Tasks, and Calendars are set to *Sync*

10. If prompted, give your account a name and accept all changes.

Your Glow eMail, Calendar items, and Contacts are now available from your Android device.