



If you are experiencing difficulty connecting, you may need to verify your UTORid account credentials. Please visit this website: <https://www.utorid.utoronto.ca/cgi-bin/utorid/verify.pl> If everything is ok, you should see the message: “Your UTORid and password have been checked and should work.”

Note: Android 5.0 uses the Gmail app by default to display all email accounts. If you use an alternative app, your may have different labels than the ones shown below.

1. Go to **Settings, Accounts**, and tap **Add Account**. Select the option **Exchange**.
2. Tap **Next** to see all of the options listed below. Ensure that you complete the form as shown below:

The screenshot shows the 'Account setup' screen for an Exchange account. The title is 'Account setup' in a red header. Below it is 'Incoming server settings'. The fields are: USERNAME: 'firstname.lastname@mail.utoronto.ca'; PASSWORD: masked with dots; CLIENT CERTIFICATE: 'None' with a 'SELECT' button; MOBILE DEVICE ID: blurred; SERVER: 'outlook.office365.com'; PORT: '443'; SECURITY TYPE: 'SSL/TLS' with a dropdown arrow. At the bottom are 'PREVIOUS' and 'NEXT' buttons.

3. Tap **OK** when you see a screen about additional security settings, and **Activate** on the “Activate Device Administrator” screen. Your mail app may take a bit of time to download your mail messages.