Tucson Unified School District
TECHN((•))LOGY
S E R V I C E S

How do I set up TUSD email on an Android phone?

Follow the steps below to set up your TUSD email on an Android phone.

Restore Connection: If you are trying to restore an email connection that no longer works, you may need to remove the old account first. See Remove Account on p. 7.
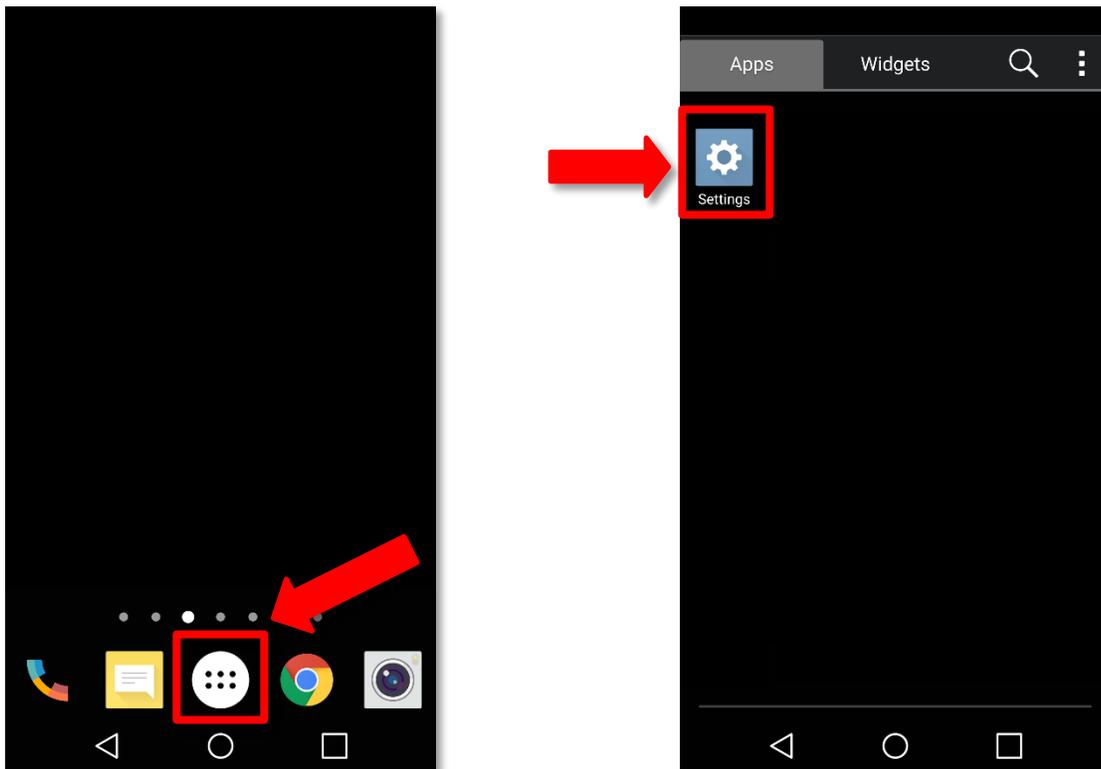
From the **Home Screen**, tap the **Menu** icon. Then, find and tap the **Settings** icon.
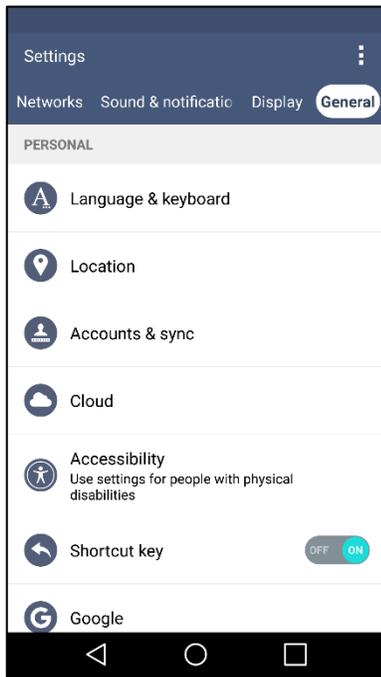
In **Settings**, select the **General** tab and select **Accounts & Sync**.
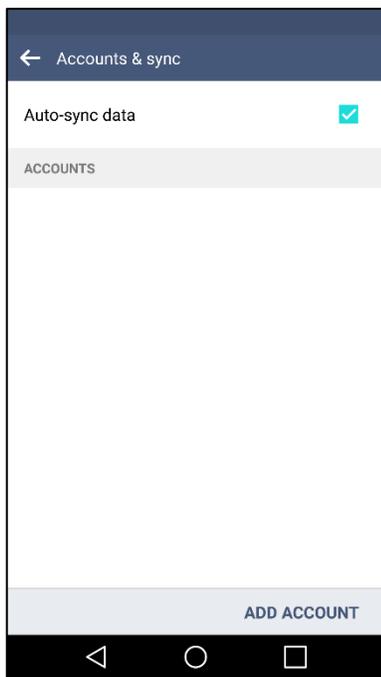
On the **Accounts & Sync** screen, tap **Add Account**.

From the **Add Account** screen, tap **Microsoft Exchange**.
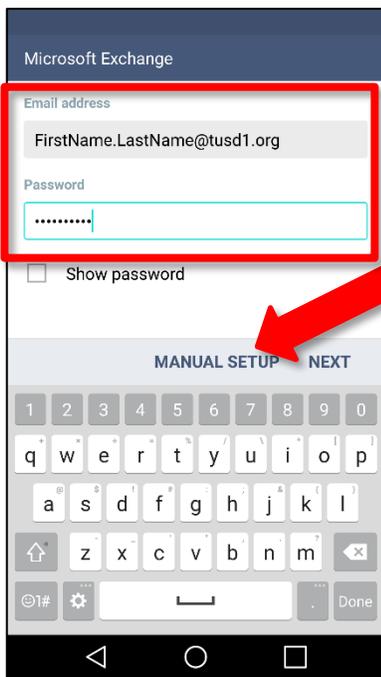
Email Address: Enter your TUSD email address.

Format: FirstName.LastName@tusd1.org. This is based on the information Human Resources has on record, which should be your legal name).

Password: Enter your TUSD network password.

Tap **Manual Setup**.
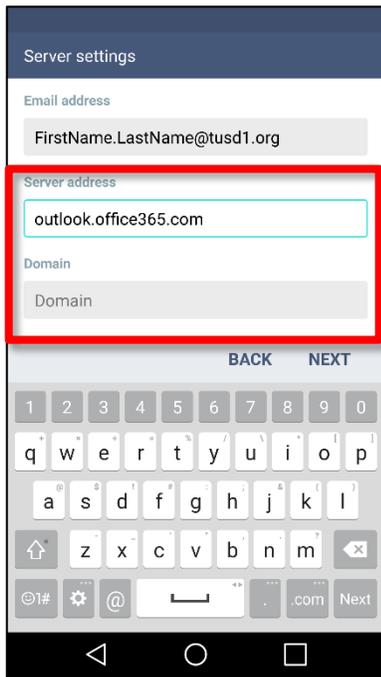
In the **Server settings** screen, enter the **Server address**:

outlook.office365.com

Leave the **Domain** field blank.
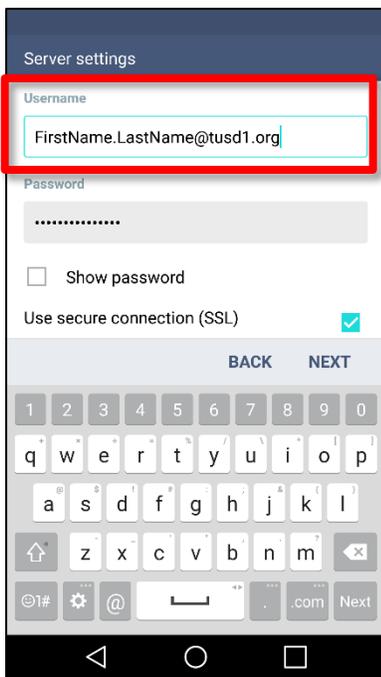
For username, enter your full email address again.

Server settings

Email address

FirstName.LastName@tusd1.org

Server address

outlook.office365.com

Domain

Domain

Port number

443

Username

FirstName.LastName@tusd1.org

Password

••••••••••••••

BACK   NEXT
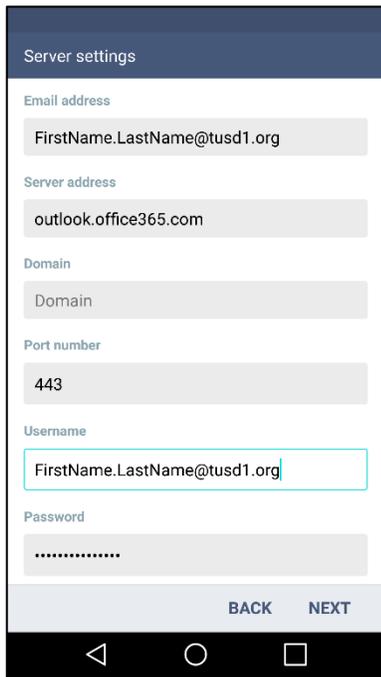
Review your settings.
Then, tap **Next**.

Server settings

Domain

Domain

Port number

443

Username

FirstName.LastName@tusd1.org

Password

••••••••••••••

☐ Show password

Use secure connection (SSL)   ☑

Client certificate   Add
None

BACK   NEXT
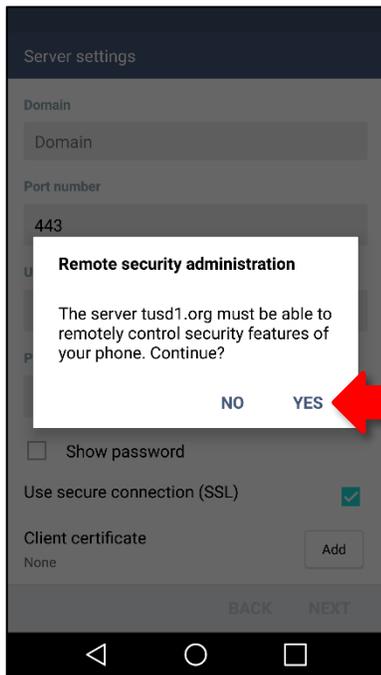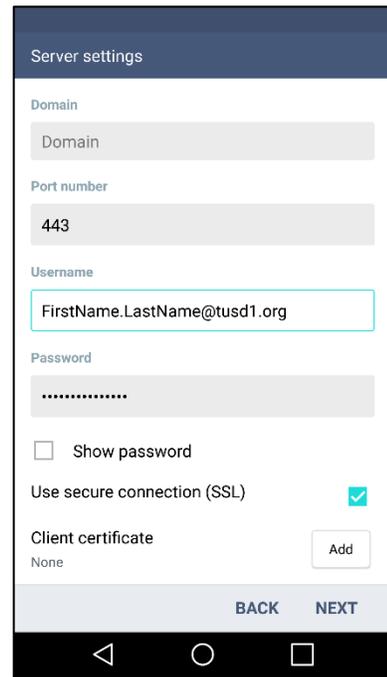
When you're prompted to allow TUSD to control security features, tap **Yes**.

Server settings

Domain

Domain

Port number

443

Remote security administration

The server tusd1.org must be able to remotely control security features of your phone. Continue?

NO   YES

☐ Show password

Use secure connection (SSL)   ☑

Client certificate   Add
None

BACK   NEXT
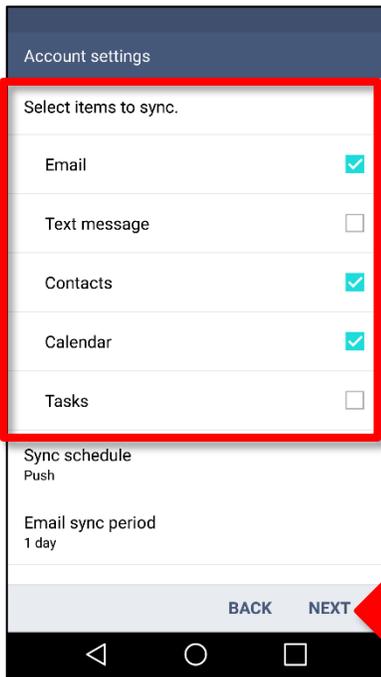
Select the items you want to sync. Then, tap **Next**.
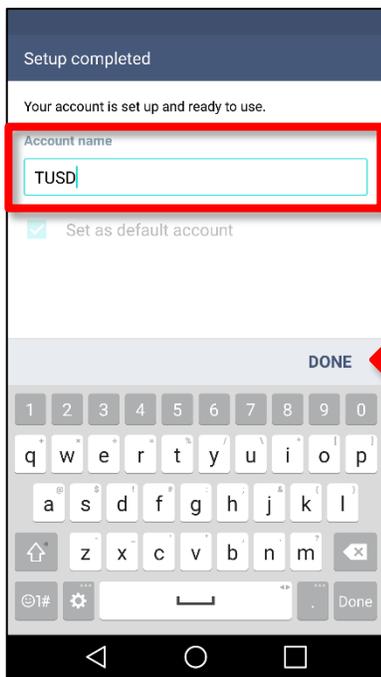
Enter an **Account name**. Then, tap **Done**.

Your account is configured! Your TUSD email will now be accessible through the **Mail** app.

Remove Account

To restore an account that is no longer working, you may need to remove the account first and then add the account (p. 1).
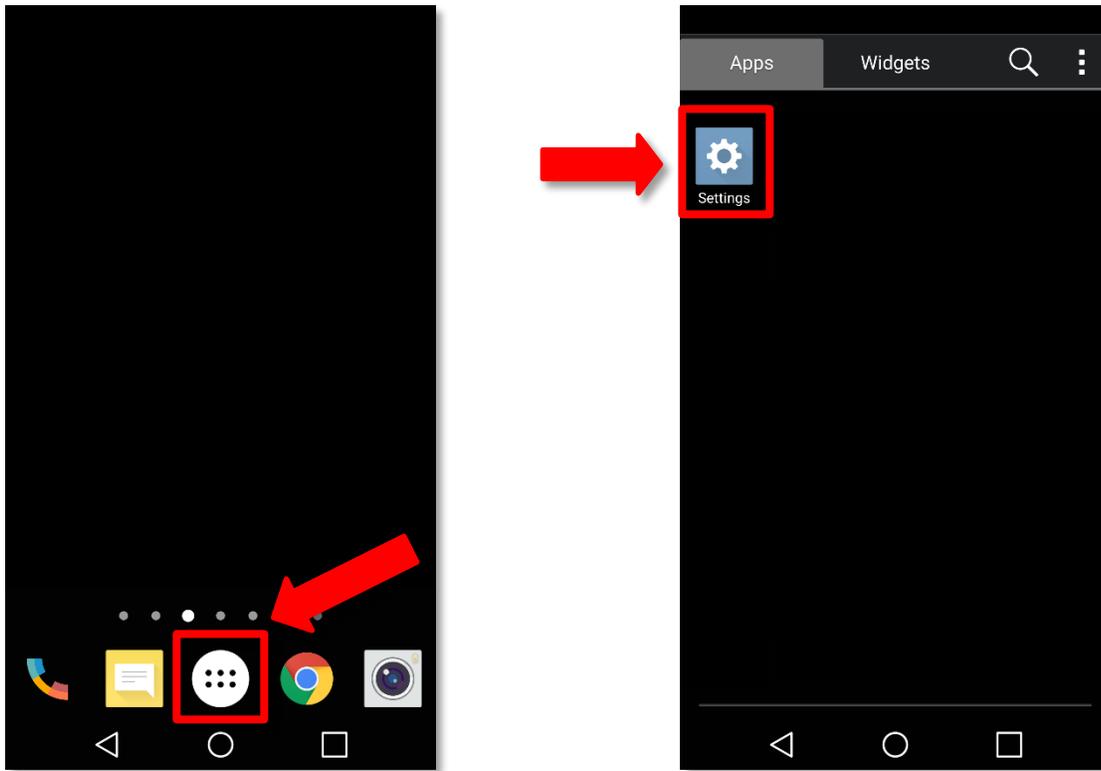
From the **Home Screen**, tap the **Menu** icon. Then, find and tap the **Settings** icon.
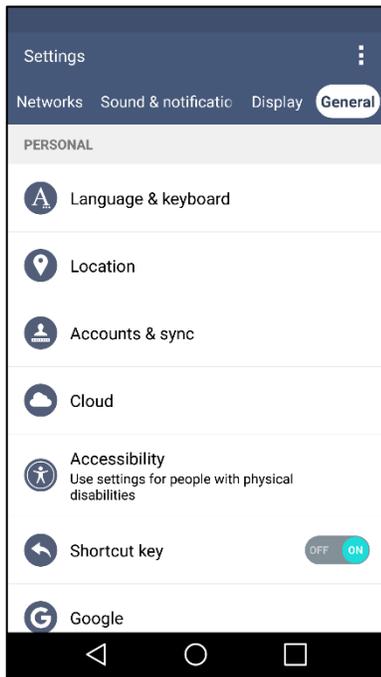
In **Settings**, select the **General** tab and select **Accounts & Sync**.

Select **Microsoft Exchange**.
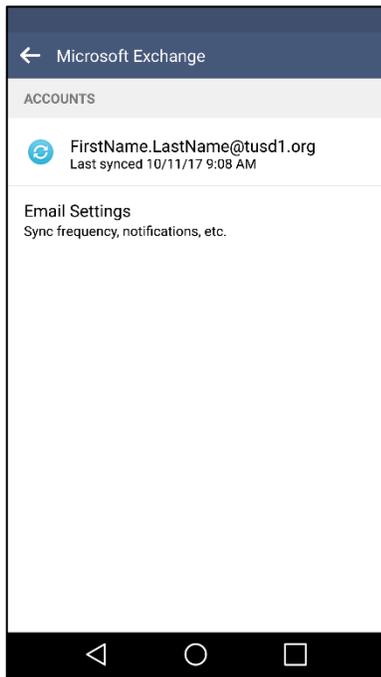
Select your TUSD email account.
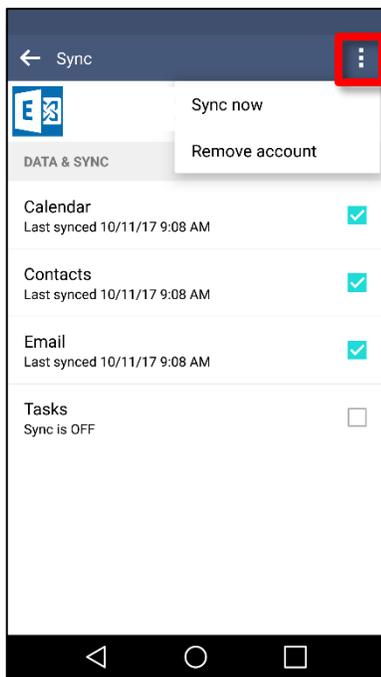
Click the options drop-down menu in the upper right and select **Remove account**.
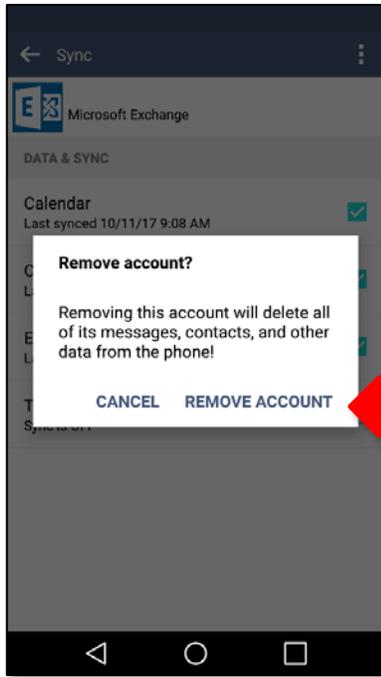
Tap **Remove Account** to confirm.

Now return to p. 1 and follow the steps to add your account.