

Adding VUMC email to Outlook on Android

VANDERBILT  UNIVERSITY
MEDICAL CENTER

Information Technology



1. Download and install Microsoft Outlook to your Android device. Once installed touch the **Outlook** icon.

2. The Outlook Get Started window will appear. Touch **GET STARTED** to continue.



Outlook

A better way to manage your email.

GET STARTED

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3. The **Add Account** page will appear. Enter your vumc.org email address and touch **Continue**.

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Add account ?

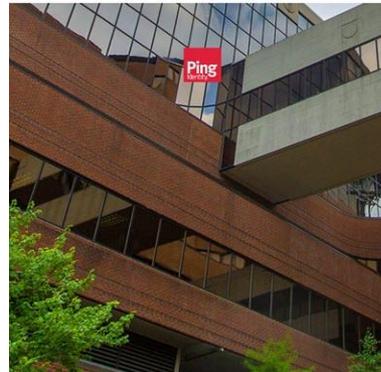
Enter your work or personal email address.

kevin.p.duke@vumc.org

Microsoft might email you about the Outlook Mobile App. You can unsubscribe at any time. View our Privacy & Cookies Policy.

CONTINUE >





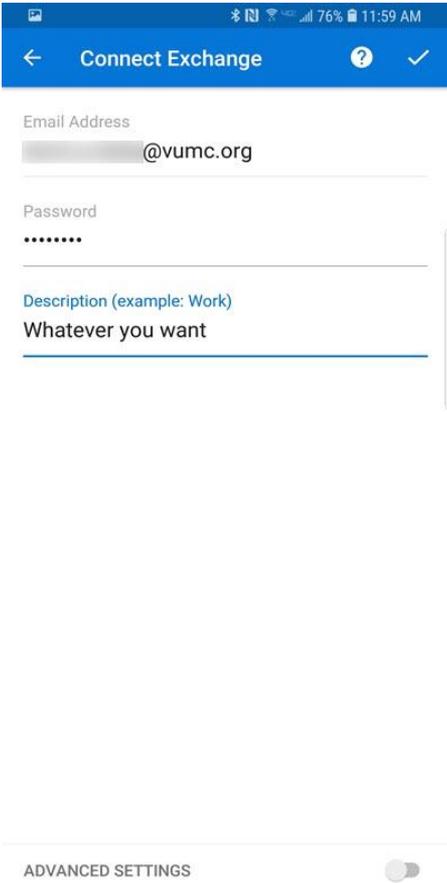
4. The Vanderbilt University Medical Center Ping page will appear. Enter the required information:

Username: <VUNetID>

Password: <VUNetID password>

Touch **Sign On**

5. The Connect Exchange window appears.
Touch **ADVANCED SETTINGS**



6. Enter the following information in this window.

- Email Address: *@vumc.org
- Server: email.vumc.org
- Domain\username: Vanderbilt\<VUNetID>
- Password: <VUNetID Password>
- Description: Add a nickname to call your VUMC email, if you like.

The screenshot shows the 'Connect Exchange' settings window on a mobile device. The window has a blue header with a back arrow, the title 'Connect Exchange', a help icon, and a checkmark icon. Below the header are several input fields:

- Email Address:** Contains the text '*@vumc.org'.
- Server (example: server.domain.com):** Contains the text 'email.vumc.org'.
- Domain\Username:** Contains the text 'Vanderbilt\vunetid'.
- Password:** Contains a series of dots representing a masked password.
- Description (example: Work):** Contains the text 'Whatever you want'.

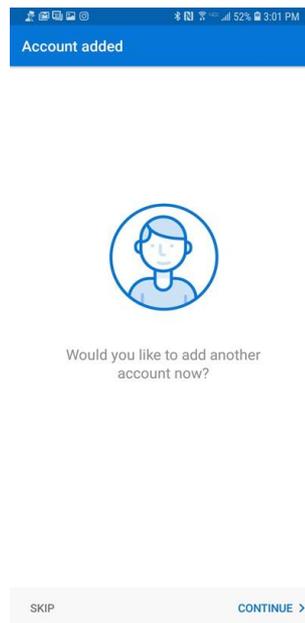
At the bottom of the window, there is a toggle switch labeled 'ADVANCED SETTINGS' which is currently turned on (indicated by a blue dot).

After all information has been entered touch the “**check mark**” icon in the top right corner.

7. After touching the check mark, a window will appear asking if you want to add another account.

Touch **Skip**.

A window will appear giving the features of Outlook. Touch **Skip**.



Your Inbox will appear and start importing your VUMC email.

Congratulations you have successfully configured your @vumc.org email to Outlook on your Android.

