Configure @vumc.org email to Native Android application

VANDERBILT **V** UNIVERSITY
MEDICAL CENTER

Information Technology

1. Open the **Apps Window** and click the **Email** icon
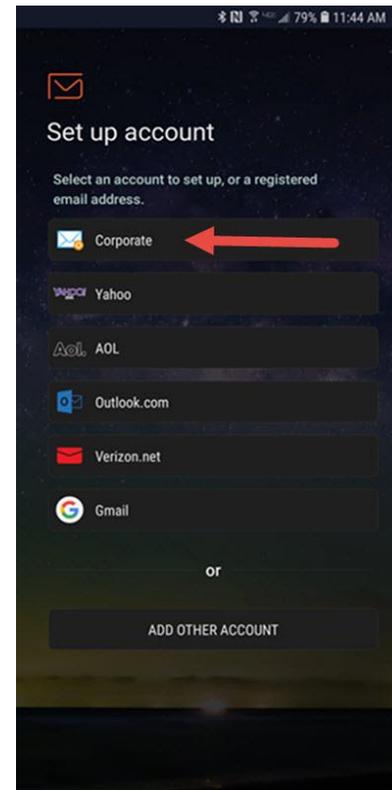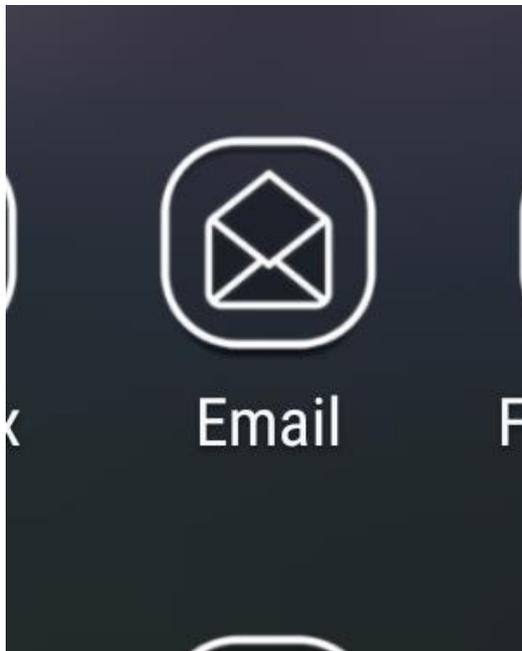
2. On the **Set Up Account** Window, touch the **Corporate** icon.

3. Enter your @vumc.org email address and VUNetID Password
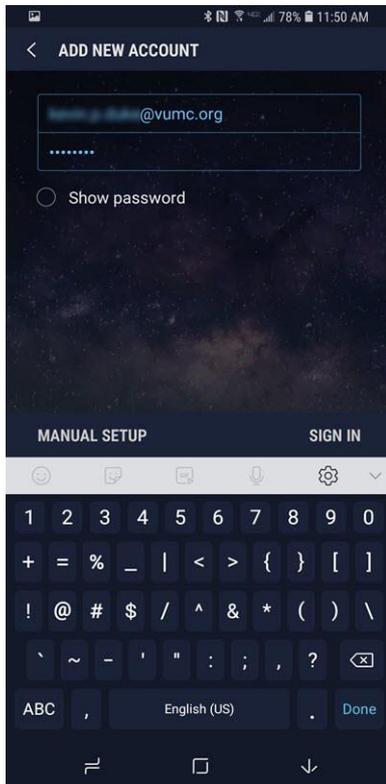
4. Touch **MANUAL SETUP**
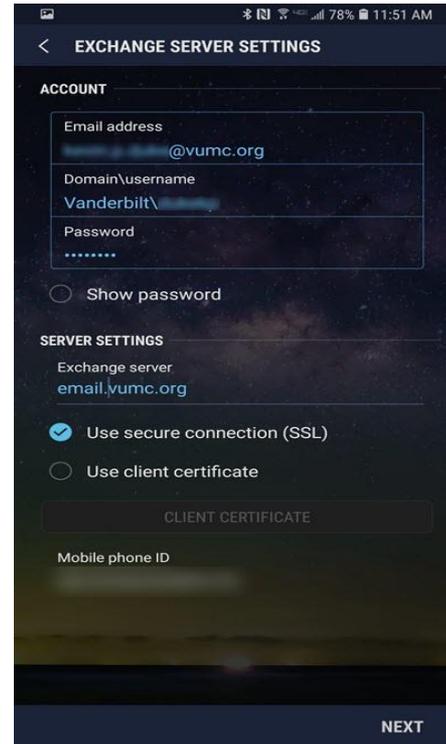
Exchange Server Settings:

Email Address: *@vumc.org

Domain\username:
Vanderbilt\<VUNetID>

Password: <VUNetID Password>

SERVER SETTINGS
Exchange Server: email.vumc.org

Verify that "Use Secure Connection (SSL) is checked and touch **NEXT**

5. The remote security administration pop-up will appear.

6. Touch **OK** to continue.
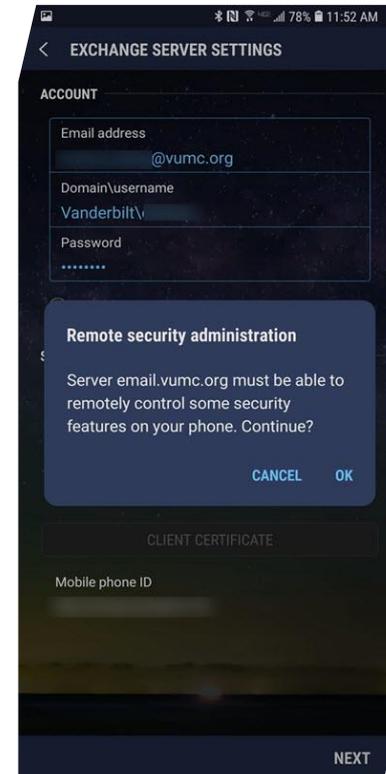
7. The **MANUAL SETUP** window will appear. Configure your personal email preferences. Touch **NEXT**.
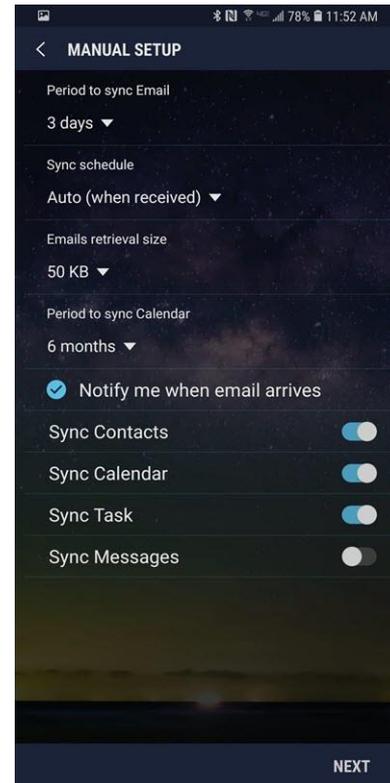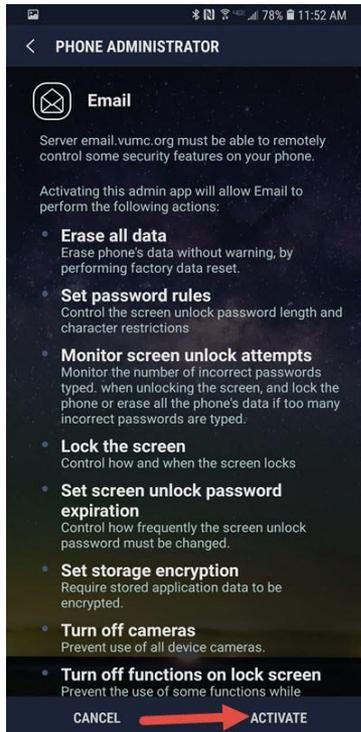
8. The **PHONE ADMINSTRATION** window will open. This explains what security features the email server can control on your phone.

If you agree to allow the email server to have this control, touch **ACTIVATE**.

If not, touch **CANCEL,** but *you will not be able to receive VUMC email on your phone.*

9. The next window that appears is optional. It allows you to give your email account a nickname. It defaults to your vumc.org email address ,but you can name it anything. It will only show this name on your phone. Touch **DONE**.
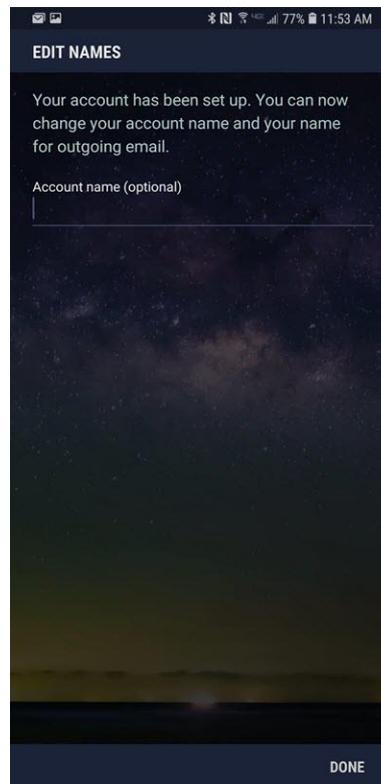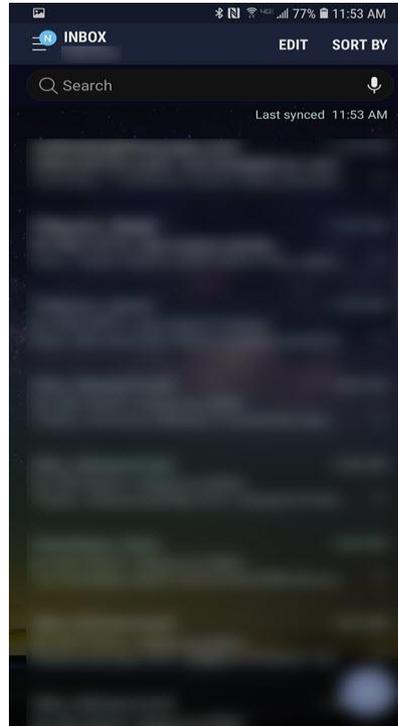
10. Your Inbox will appear and start downloading your email. This verifies that the mailbox has been added correctly.

Congratulations. You are finished configuring your email.

Adding VUMC email to Outlook on Android

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.

3. The **Add Account** page will appear. Enter your vumc.org email address and touch **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**
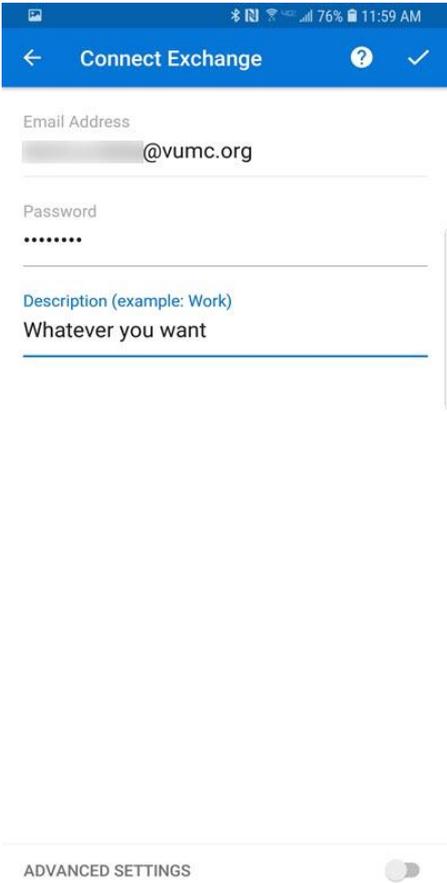
6. Enter the following information in this window.

- 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.

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**.
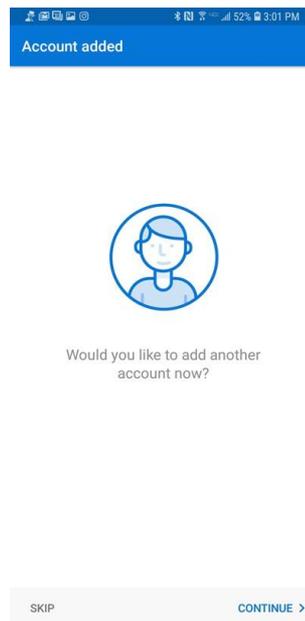
Your Inbox will appear and start importing your VUMC email.

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