Setup QU Email for Staff on Android
User Guide

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Setup QU E-mail for Staff on Android

1. Under *Settings* menu click on *Accounts.*
2. Add Account.
3. Select *Microsoft Exchange Active Sync.*
4. Enter your **QU Email** and **Password**, then Click **Sign in**.

> ←Exchange ActiveSync
> *Your QU email address*
> *Your QU password*
> ☐ Show password
> ☐ Set as default account for sending email
> MANUAL SETUP   SIGN IN

If the phone is using the latest Android, then it will automatically configure the server settings.

However, if the phone is using an older version then you might need to setup the server setting manually as follow:

- **Email:**   Your QU Email
- **Username:**   Your QU Username followed by *@qu.edu.qa*
- **Password:**   Your QU Password
- **Server:**   *qumail.qu.edu.qa*

Example:
*if your username is **js12345**, then type **js12345@qu.edu.qa***
*if your username is **jhonsmith**, then type **jhonsmith@qu.edu.qa***

5. Complete e-mail setup

> ←Exchange server settings
> Email address
> *Your QU email address*
> Domain\username
> \
> *QU username @qu.edu.qa*
> Password
> *Your QU password*
> ☐ Show password
> Server settings
> Exchange server
> *qumail.qu.edu.qa*