For Android Devices:

1. Go to Apps > Settings > Accounts > University Email Accounts > More > Remove Account
2. Go to Apps > Settings > Accounts > Add Accounts
3. Select Corporate Account or Microsoft Exchange Account (this is based on your device manufacturer)
4. Enter the following account information:
   a. Email Address: userID@louisville.edu
   b. Password: Your Ulink password
   c. Tap Sign In
   d. Domain/username - Enter the following information: userID@louisville.edu
   e. Exchange Server: outlook.office365.com
5. Activation Screen: Choose OK (Note: While this screen indicates that the university may erase all data or remotely control other functions on your device, UofL IT will not take these actions without written authorization)
6. Tap Sign In
7. Your Email, Calendar and Contacts will now begin to sync (this process could take 1-2 hours to complete)

For Windows Device:

1. Click on Settings
2. Tap on Email + Accounts
3. Select Add an Account
4. Select Advanced Setup
5. Enter your full email address (userID@louisville.edu) and password for your account, then press the Sign In button
6. Select Exchange Active Sync
7. Make sure your email address is correct
   • Domain: louisville.edu
   • Server: outlook.office365.com (Note: it may be already there)
8. Click on the Sign In button. Once connected, you will see a new icon within your setting menu with the name of your email account