

Student Email Setup

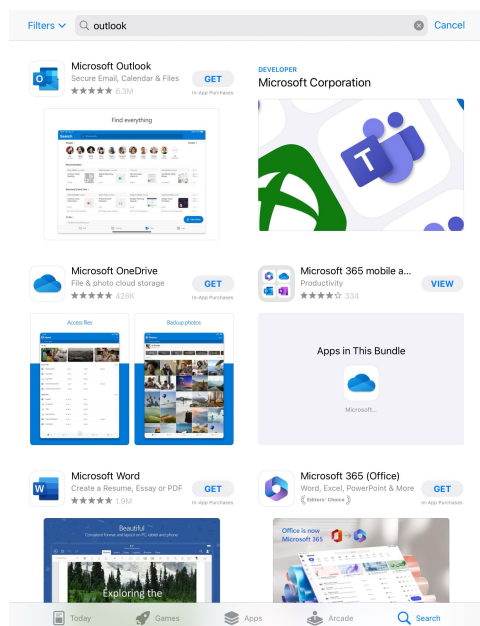
You have several options for accessing your A-State student email. You can use mail apps on your smart devices, as well as accessing it through web browsers. You will find instructions for all of these options here.

- [Set Up the Microsoft Outlook Mobile App](#)
- [Transfer email from Gmail to Outlook](#)

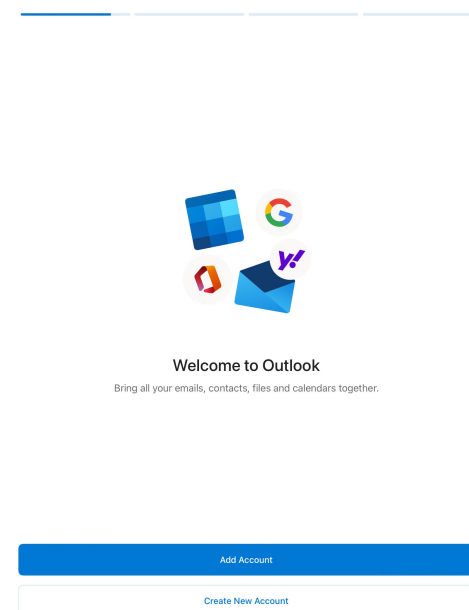
Set Up the Microsoft Outlook Mobile App

iOS

1. Download **Microsoft Outlook** from the [iOS App Store](#) and then open it.



2. Tap **Add Account**.



3. Enter your full A-State email address and tap **Add Account**.

< Add Account

Enter your work or personal email

Email Address

Add Account

Create New Account

Sign in using the QR code on your computer

[Privacy & Cookies](#)

4. Enter your email account password and tap **Sign In**.

< Not Office 365 ⓘ

Office 365

Microsoft
@astate.edu

Enter password

Password

[Forgot my password](#)

[Sign in with another account](#)

Sign in

A-State IT Support
(870)-872-3933
itshelpdesk@astate.edu

By signing in, you agree to abide by the ASU System's Terms of Use (<http://www.asusystem.edu/about/policies/files/appropriate-use-tech-resources.pdf>). Violations could lead to restrictions of privileges and/or disciplinary action.

5. Authenticate using **Microsoft Authenticator**.

Approve sign in request

- 1 Open your Authenticator app and approve the request. Enter the number if prompted.

27

Didn't receive a sign-in request? **Swipe down to refresh** the content in your app.

[I can't use my Microsoft Authenticator app right now](#)

[More information](#)

Note: If the Push notification doesn't appear, open up the Microsoft Authenticator app on your phone

Add Another Account

When prompted, tap **Add** and follow the prompts.



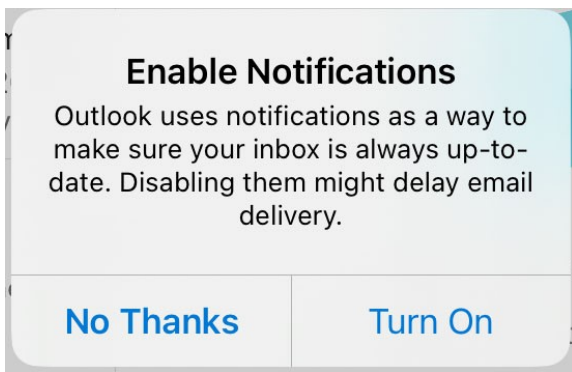
Would you like to add another account?

Maybe Later

Add

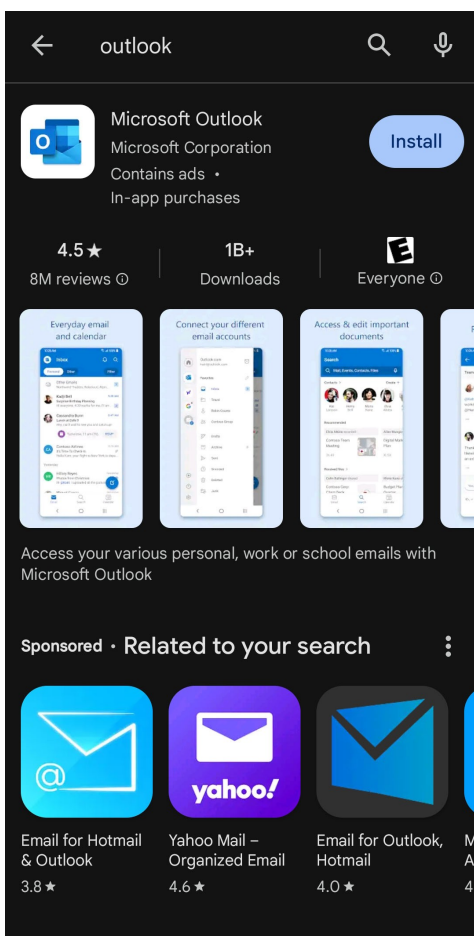
7. If you desire notifications, tap **Turn On** when given the

following prompt.

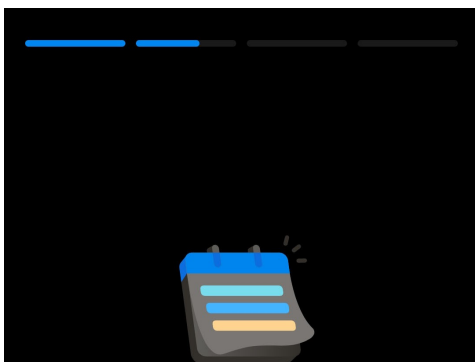


Android

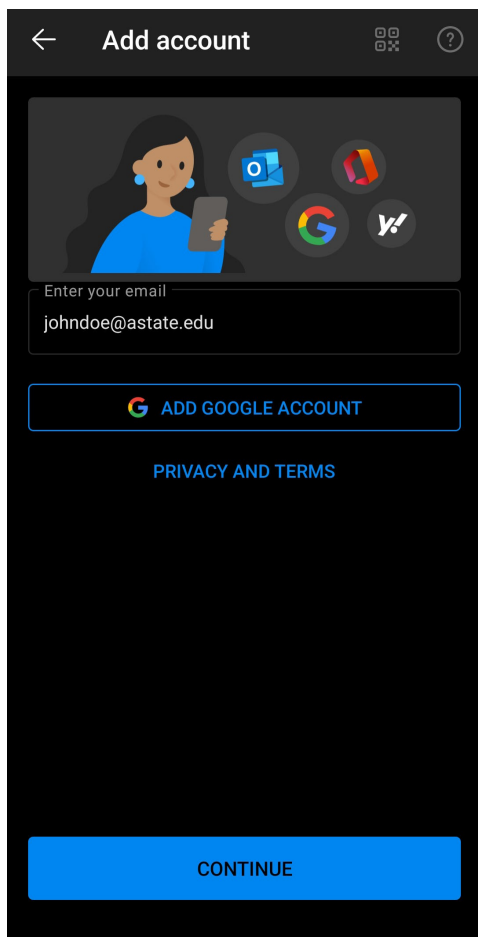
1. Install the **Microsoft Outlook** app from the [Google Play Store](#) and then open it.



2. Tap **Get Started** if this is your first time.
3. Tap **Add Account**.



4. Enter your full A-State email address and tap **Continue**.



← Add account

Enter your email

johndoe@astate.edu

 ADD GOOGLE ACCOUNT

[PRIVACY AND TERMS](#)

CONTINUE

5. Enter your password and tap **Sign In**.



@astate.edu

Enter password

Password

[Forgot my password](#)

[Sign in with another account](#)

Sign in

A-State IT Support

(870)-972-3933
itshelpdesk@astate.edu

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6. Authenticate using **Microsoft Authenticator**.



Approve sign in request

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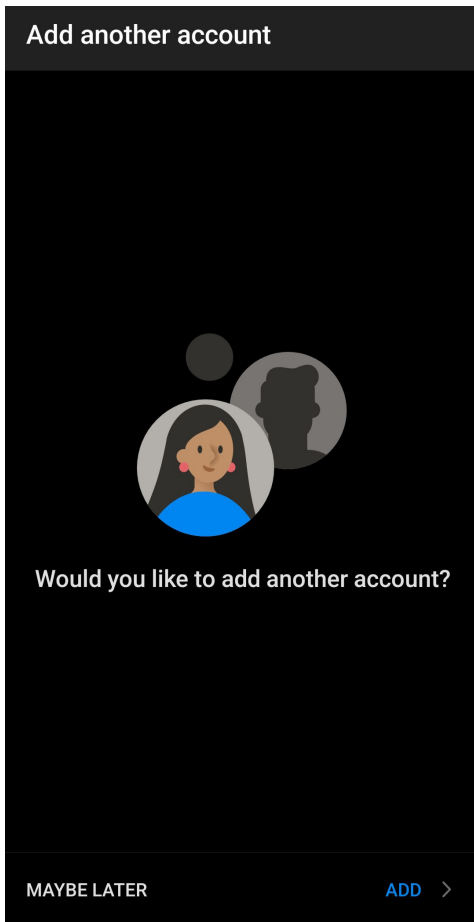
Didn't receive a sign-in request? **Swipe down to refresh** the content in your app.

[I can't use my Microsoft Authenticator app right now](#)

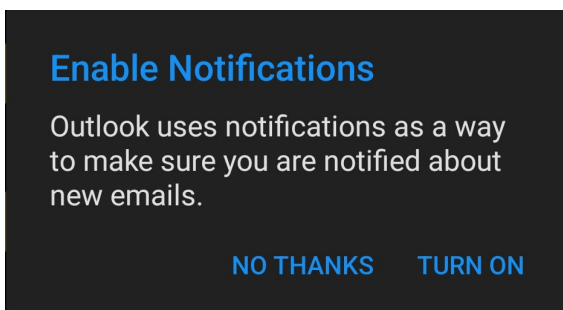
[More information](#)

Note: If the Push notification doesn't appear, open up the Microsoft Authenticator app on your phone

7. If you wish to add another account when prompted, tap **Add** and follow the prompts.



8. If you desire notifications, tap **Turn On** when given the following prompt.



For further assistance, contact the ITS Help Desk at 870-972-3933 or stop by the IT Support Services (itsupportservices@astate.edu). It is located on the bottom floor of the Dean B. Ellis Library, Room 149.

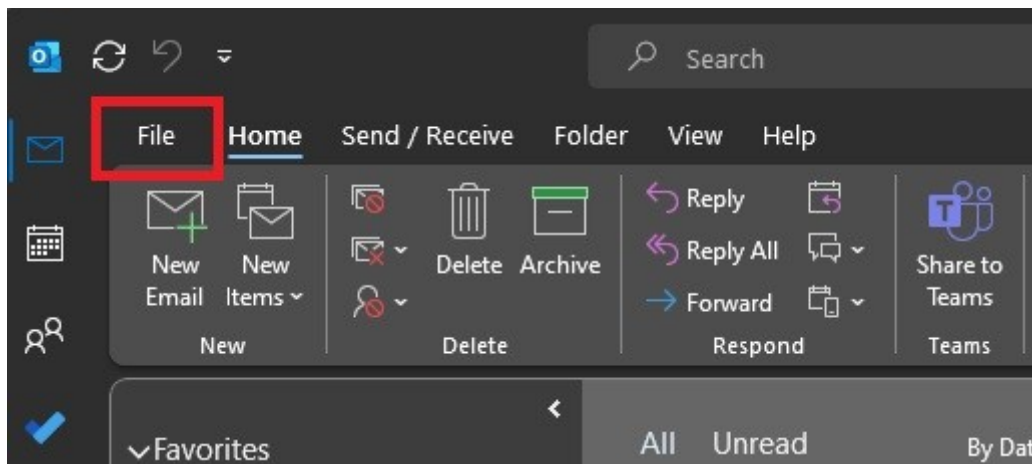
Transfer email from Gmail to Outlook

For students wishing to move emails from the older Gmail inbox to Outlook can follow these instructions.

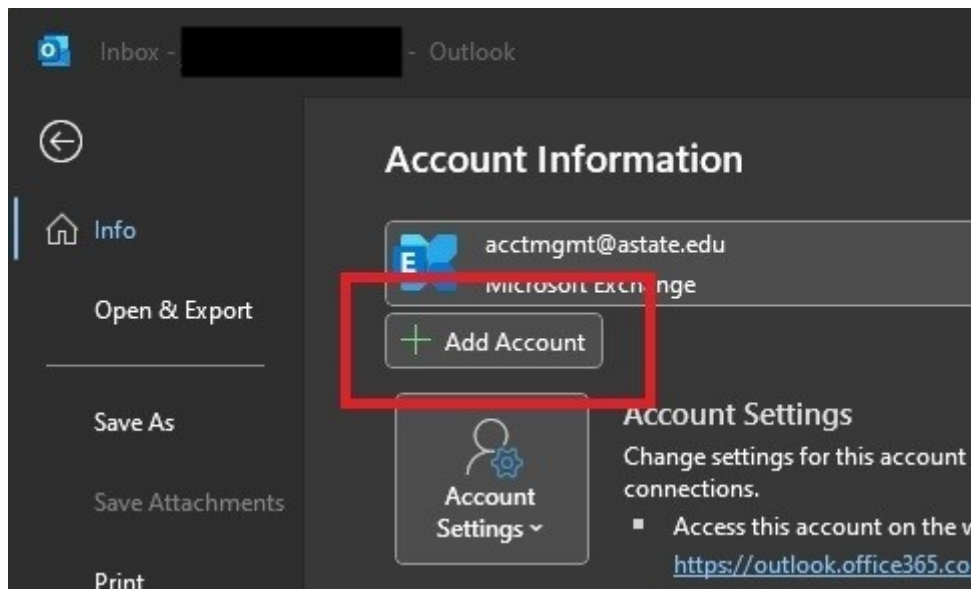
1. Download and install **Microsoft 365** from [Office.com](https://office.com), which includes Outlook. Use your full A-State email address and password to sign in.

The following link provides detailed instructions: <https://kb.astate.edu/books/microsoft-365/page/how-to-install-microsoft-365>

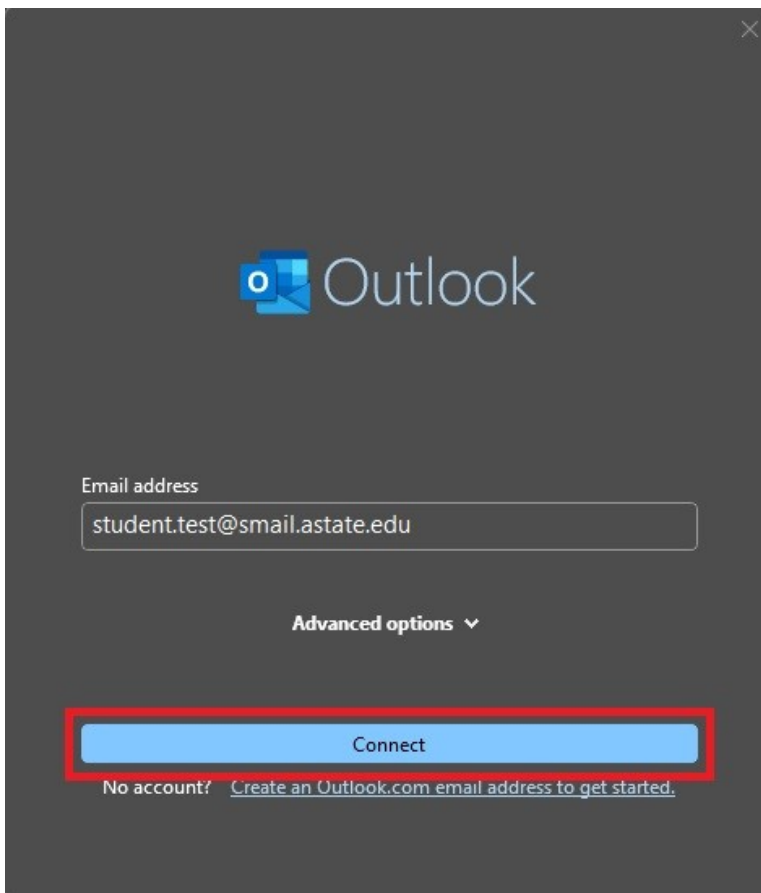
2. Open **Outlook**.
3. Click **File**.



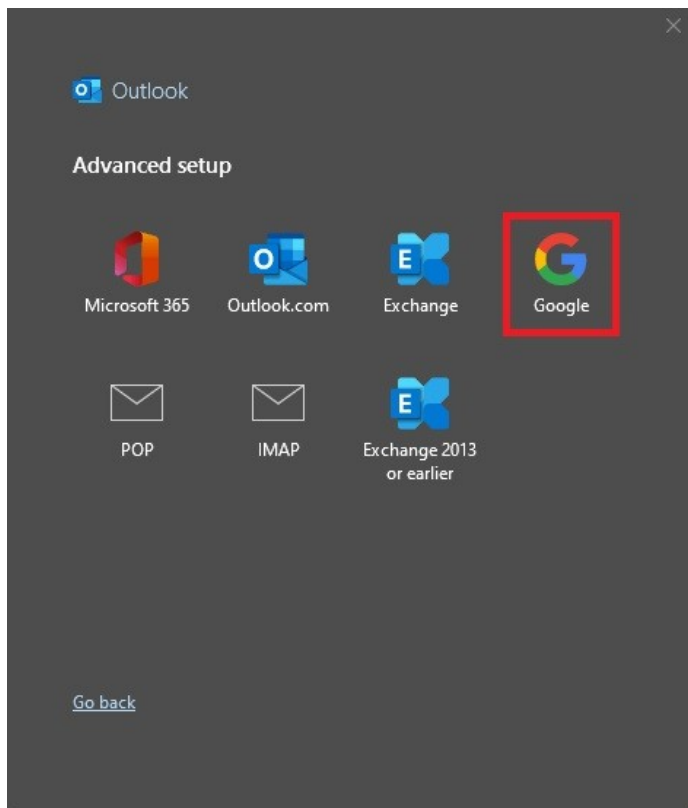
4. Click **Add Account**.



5. Enter your full A-State email address and click **Connect**.



6. Select **Google**.



7. Copy the settings underlined below, then click **Next**.

×

IMAP Account Settings

student.test@smail.astate.edu [\(Not you?\)](#)

Incoming mail

Server Port

Encryption method

☐ Require logon using Secure Password Authentication (SPA)

Outgoing mail

Server Port

Encryption method

☐ Require logon using Secure Password Authentication (SPA)

[Go back](#)

8. Enter your password, then click **Connect**.

×

IMAP Account Settings

student.test@smail.astate.edu [\(Not you?\)](#)

Password

*****👁

[Go back](#)

Connect

9. Click **Next**.

×

 Sign in with Google

Sign in

to continue to [Microsoft apps & services](#)

Enter your email

student.test

@smaill.astate.edu

[Forgot email?](#)

Before using this app, you can review Microsoft apps & services's [privacy policy](#) and terms of service.

Create account

Next

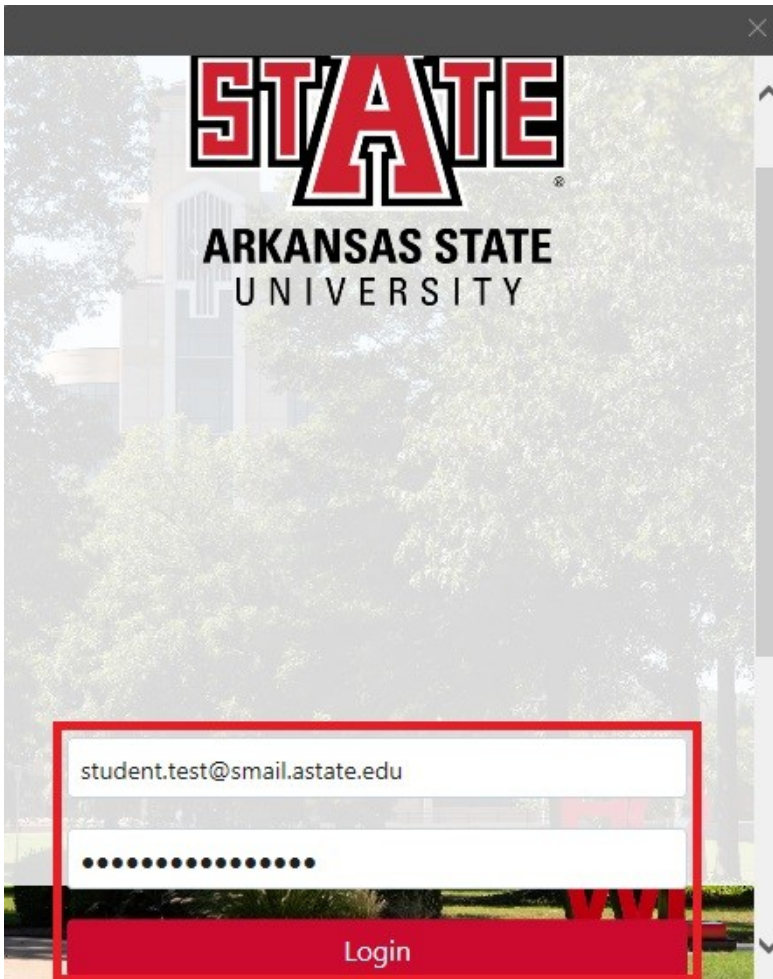
English (United States) ▼

Help

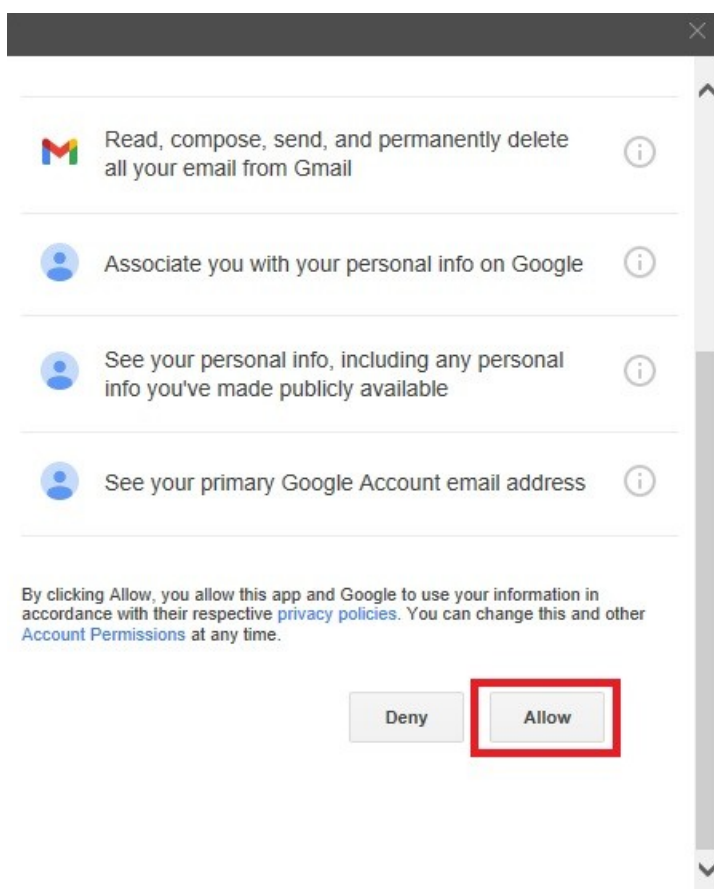
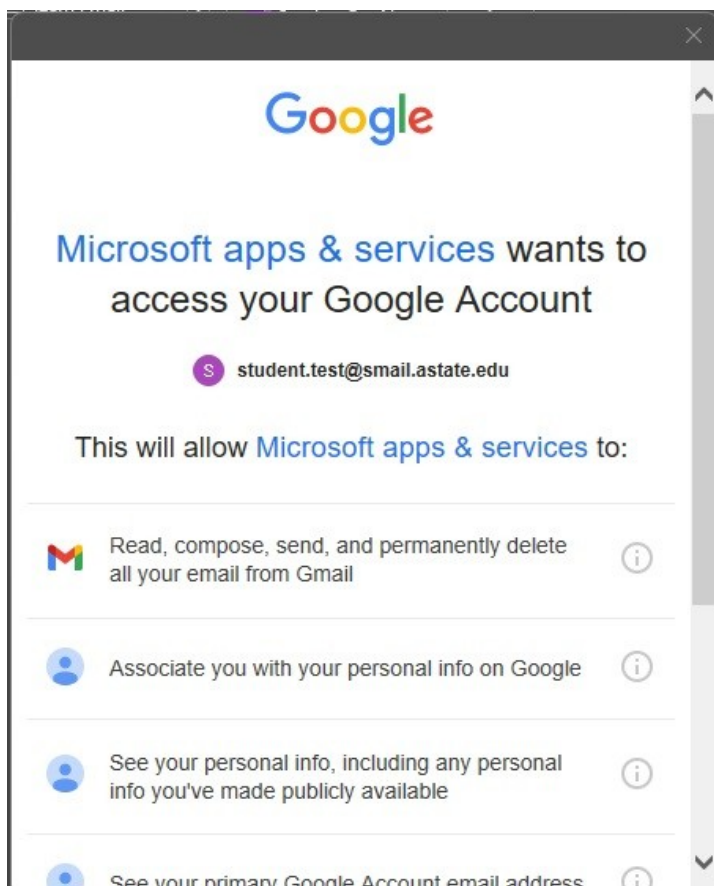
Privacy

Terms

10. Enter your full A-State email and password and click **Login**.

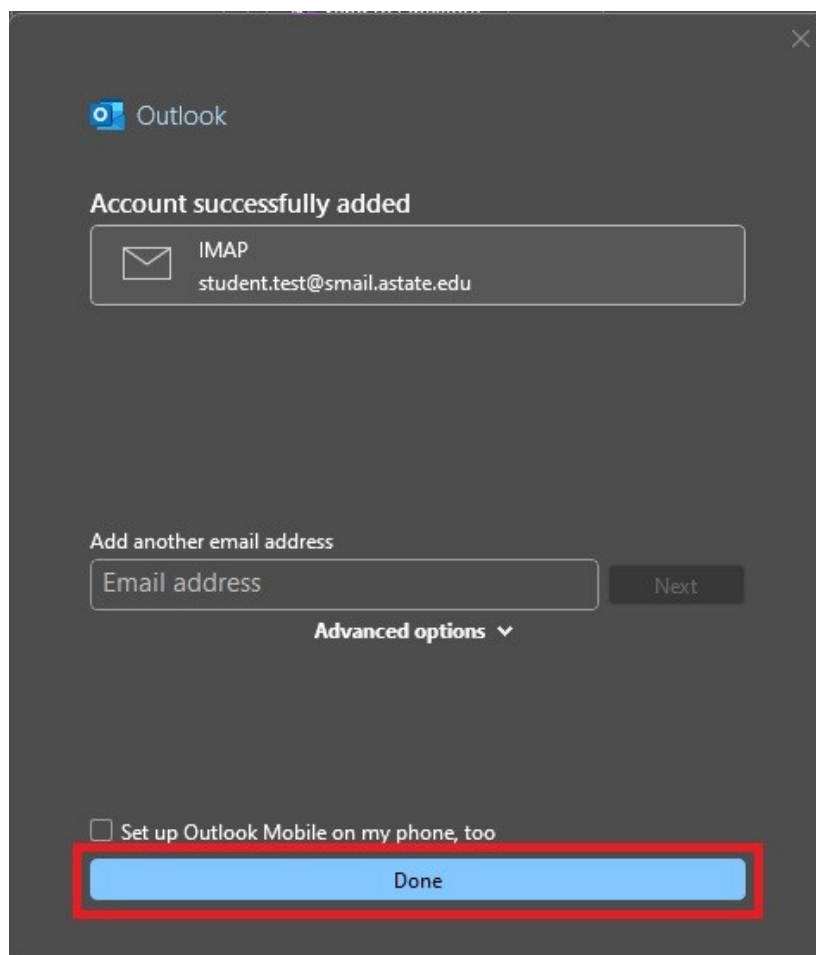


11. "Microsoft apps & services wants to access your Google Account" will show up, scroll down and click **Allow**.

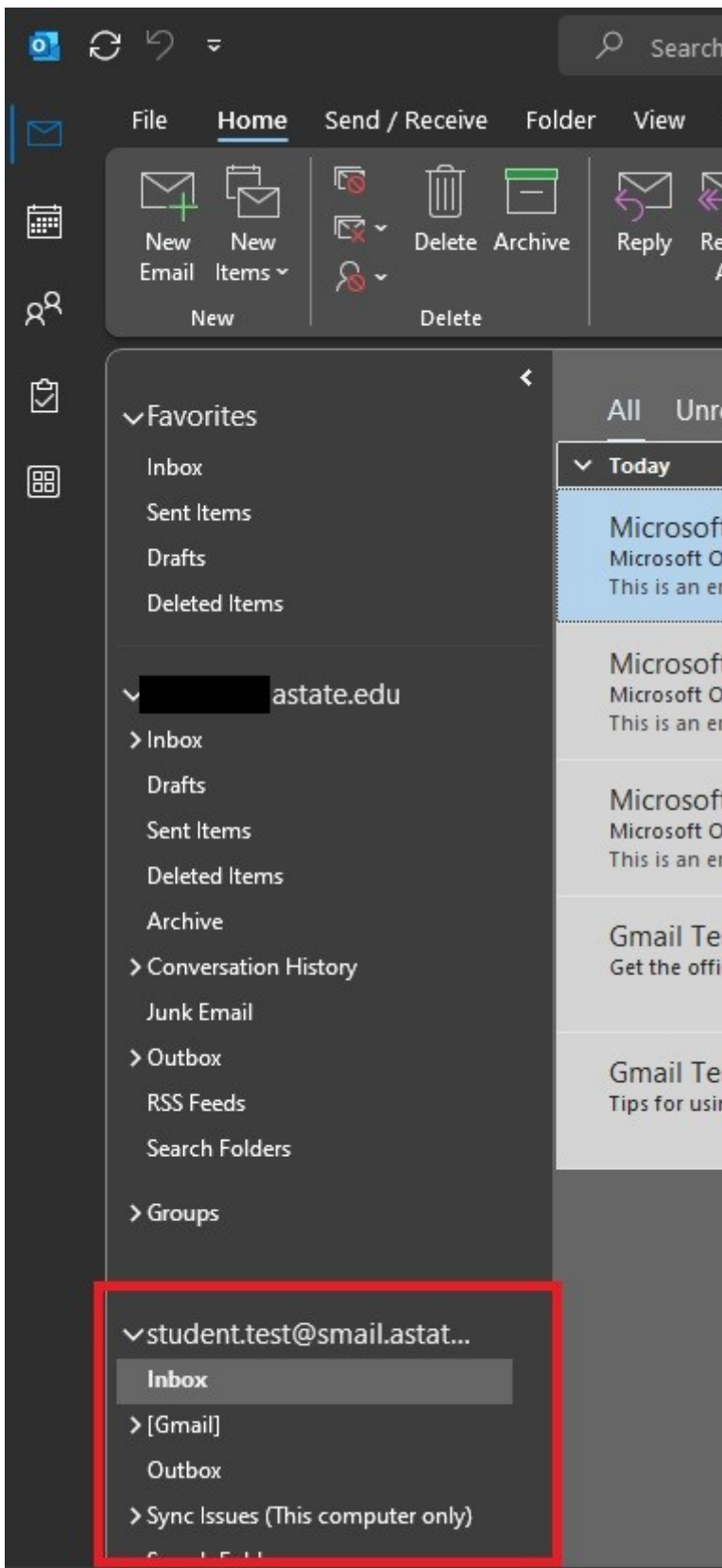


NOTE: You will be prompted to do steps 9, 10 and 11 *once a day*. It is recommended to remove your Gmail account once you've moved over all emails you wish to keep. Instructions on removing your Gmail account are at the end.

12. You should see **Account successfully added**; click **Done**.



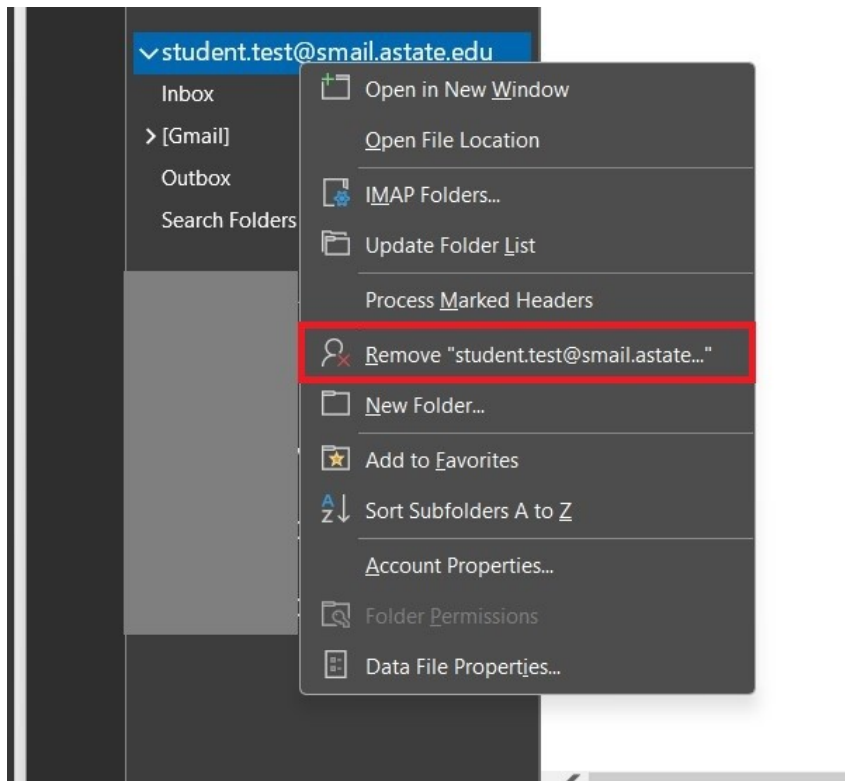
13. Your Gmail inbox will be displayed on the left below your new Outlook inbox.



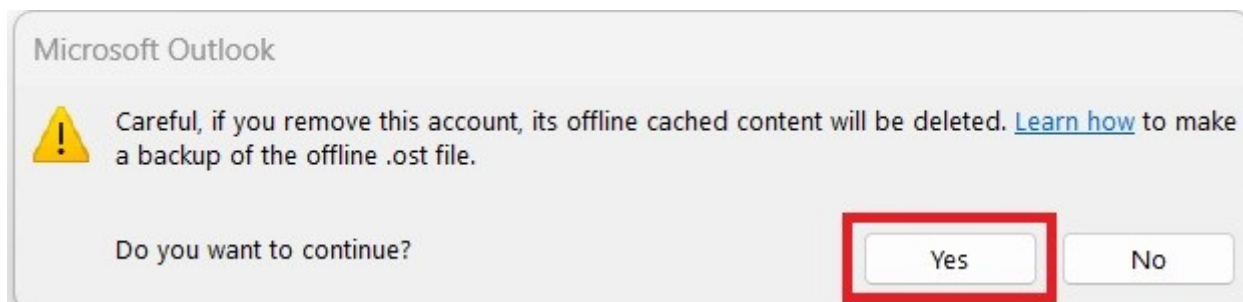
14. Your Gmail account has been successfully added! To move emails to your new inbox, simply select and drag emails from your old inbox into your new one.

Remove your Gmail account

1. Right-click on your Gmail account and select **Remove First.last@smail.astate.edu**.



2. A confirmation box will appear; click **Yes**.



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