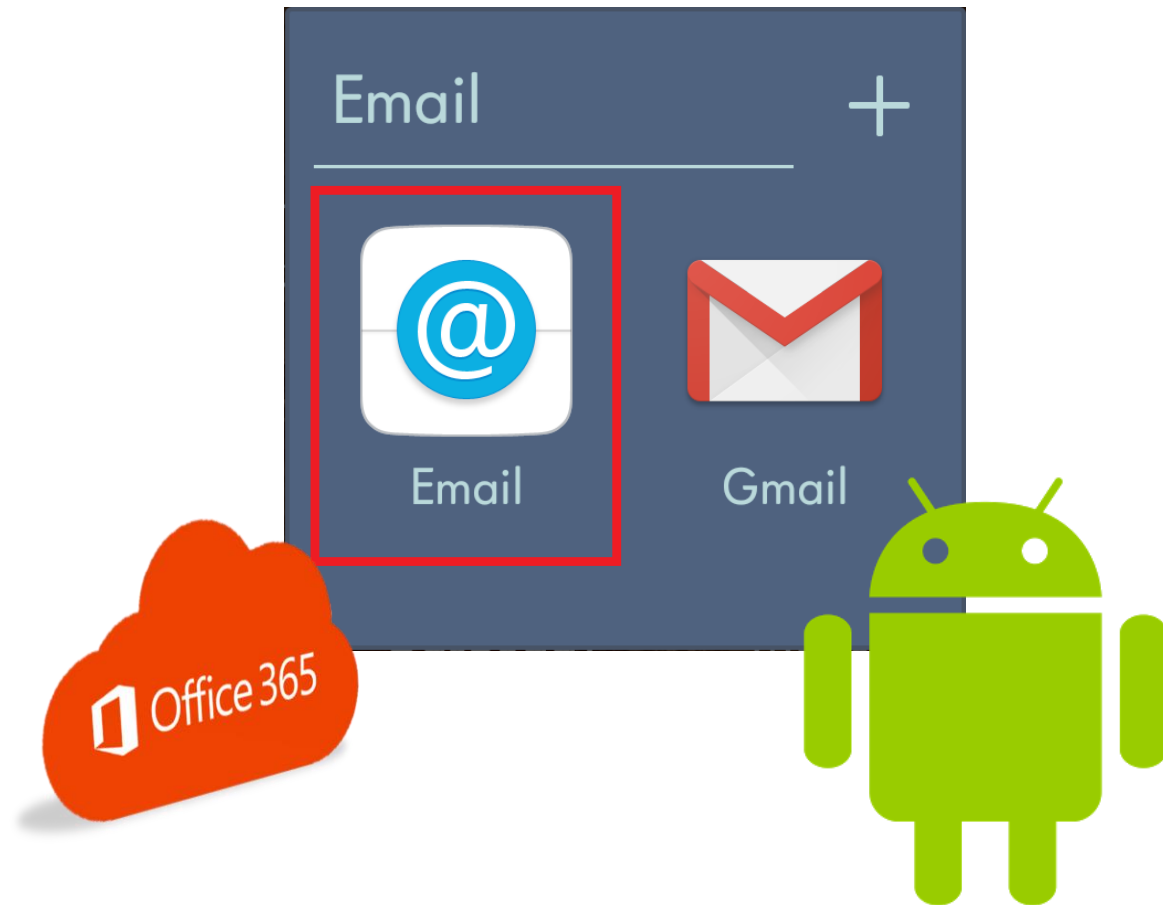


TFS E-mail Setup Guide

Android Reconfiguration for Office 365



**Texas A&M Forest Service (TFS)
Information Resources**

support@tfs.tamu.edu
<http://tfshelp.tamu.edu>

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Texas A&M Forest Service

<http://tfsweb.tamu.edu>

Revised January 9, 2020

IR Mission: We strive to make our systems reliable, available, and secure for the facilitation and support of the Texas A&M Forest Service's mission in public service.

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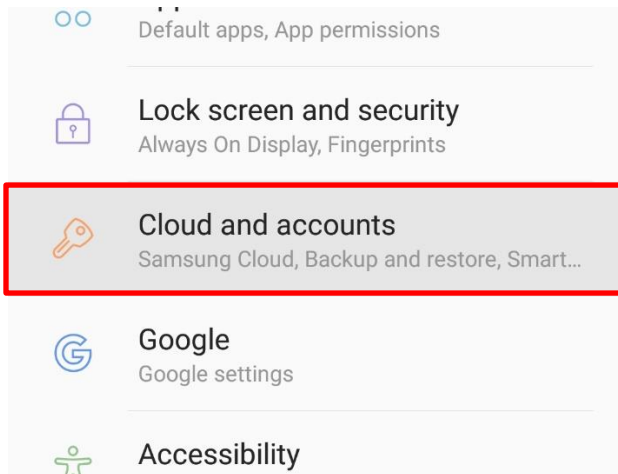
1.0 Remove Your TFS E-mail Account

If your mailbox has just been recently migrated to Office 365, you need to first remove your old TFS account from your smart device.

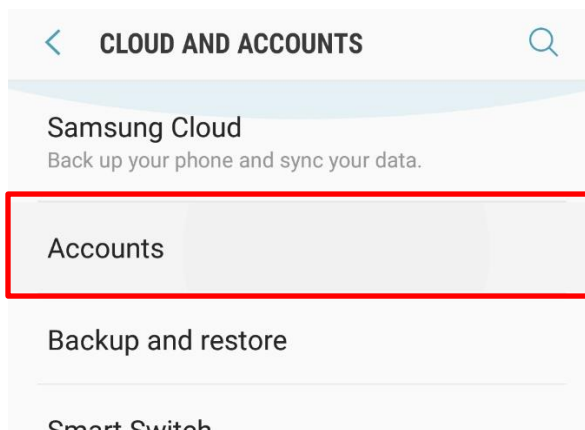
Note: Although these instructions are for a Samsung Android, the steps for you may be different depending on the model and carrier of your phone.

To do this, follow these steps:

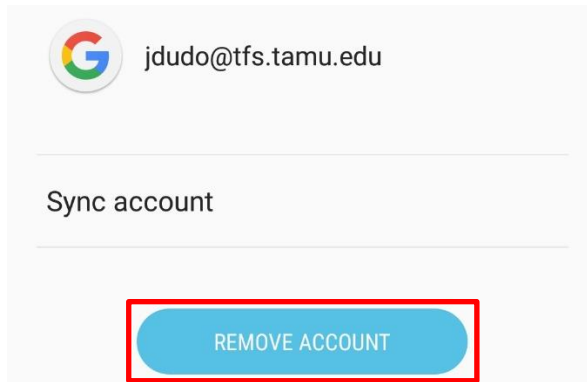
1. On your Android device, tap “Settings”.
2. Navigate to and tap “Cloud and accounts”.



3. Tap on “Accounts”.



-
4. Location your TFS e-mail account and tap it.
 5. Once your TFS account is selected, tap “Remove Account”.



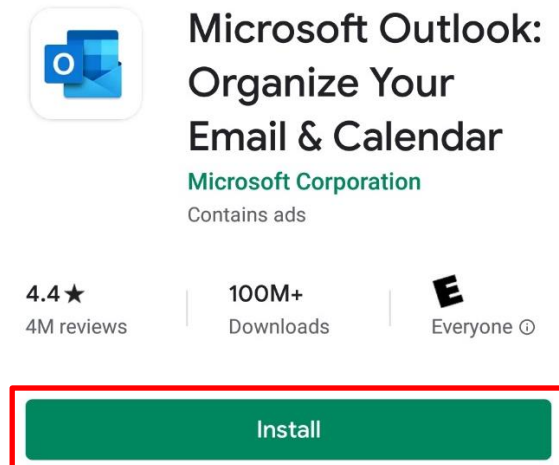
Note: This does not actually delete your e-mails, contacts etc. This only breaks the partnership between your device and our old e-mail system.

Once your account is removed, [go on to the next step](#) to add your e-mail back.

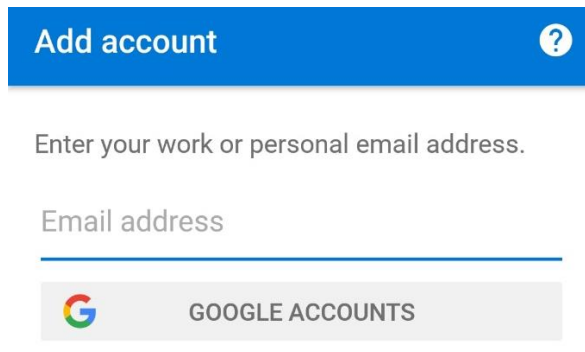
2.0 Download & Setup Outlook for Android

The following steps will show you how to set up your TFS e-mail account on an Android device. Depending on your phone's make and carrier, your steps may look different.

1. Go to your Android device's Google Play app store, download and install "Microsoft Outlook".



2. Open the Outlook app and enter in your TFS e-mail address.



3. Once you are prompted by TFS Single-Sign-On, login with your e-mail address and password.

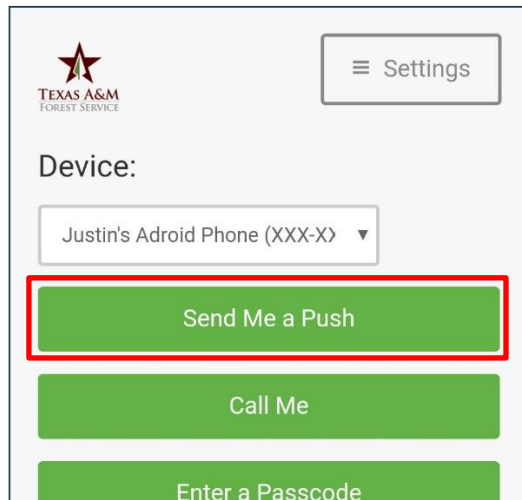


Sign in with your organizational account

Sign in

4. Then approve the DUO push (or use the Call Me method if you don't have push set up).

For security reasons, we require additional information to verify your account (jdudo@tfs.tamu.edu)



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5. That's it! Now open the Outlook app and your e-mail should start downloading in short order.

3.0 Contact Information

IR Help Desk

Information Resources
200 Technology Way, Suite 1120
College Station, TX 77845

Call: (979) 458-7309

Click: <https://helpdesk.tfs.tamu.edu>

E-mail: helpdesk@tfs.tamu.edu