



How to access my @physicians from an Android

Accessing @physicians accounts from smart phones is a new initiative by the RCPI Helpdesk. This guide has been provided based on the phone types supported by Microsoft Live@edu, including Windows phones, iPhones and Android devices.

This guide was also documented based on the mobile traffic sent to the website and the most popular phones used to access the website i.e. iPhone and Samsung Galaxy. Therefore please note the information listed in the below steps may not be in chronological order.

It is understood that there are several types of Android devices and if you are having any difficulty following the steps please contact the RCPI Helpdesk on the details below.

Step 1: Select **email** on your Android device.



Step 2: Set up a new account and enter the appropriate information into each of the following fields.

- **Email:** Enter your entire @physicians e-mail address
- **Password:** Enter the e-mail password you provided to the RCPI Helpdesk
- Click **Next**

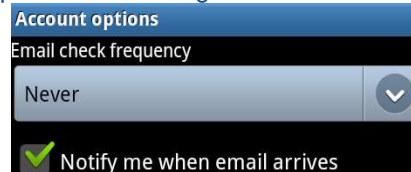
Step 3: Select **Microsoft Exchange or Exchange ActiveSync**



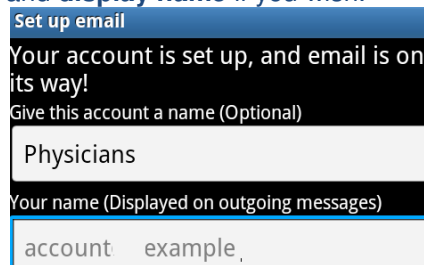
Step 4: In the Incoming server settings, enter the appropriate information.

- **Username:** Enter your entire @physicians e-mail address
- **Password:** Enter the e-mail password provided to you by the RCPI Helpdesk
- **Autodiscover** should do the rest, and your account should be verified
- If not please enter in the server field **outlook.office365.com**
- Click **Next**, and your account should be verified now.

Step 5: Choose your preferred option for receiving mail and click **Next**.



Step 6: You have now successfully set-up your @physicians email account on your Android device. Set an **account name** and **display name** if you wish.



If you require any assistance, free phone the RCPI Helpdesk on **1800 303 574** from within the Republic of Ireland and **+353 1 863 9721** from Outside the Republic Of Ireland 9am to 5pm GMT, Monday to Friday or email helpdesk@rcpi.ie.