

How to Set Up Office 365 Education Email on Other Devices

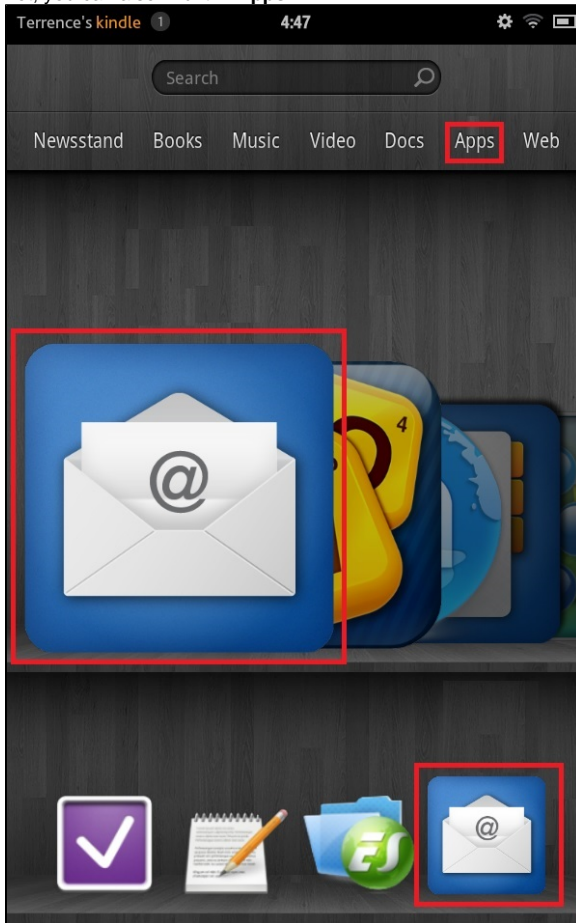
Use the guides below to set up Office 365 Education on Kindle Fire, Palm Pre, and Sidekick.

- [Kindle](#)
- [Palm Pre](#)
- [Sidekick](#)

Step-by-step guide

Kindle

1. Locate the email application on your Kindle. It may be in your **Favorites** or on your **Carousel**. If not, you can also find it in **Apps**.

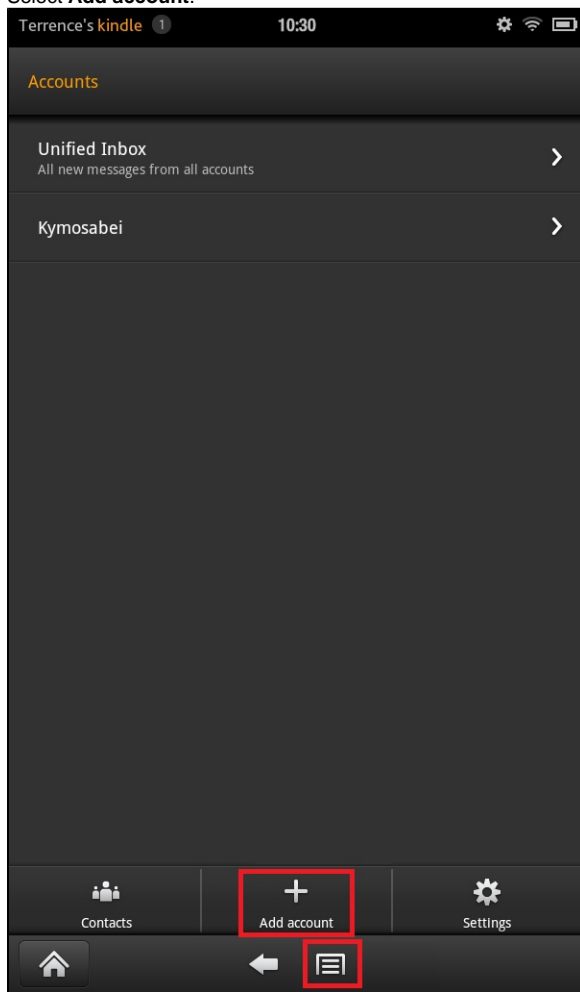


2. Once inside the email app, tap the **menu**.

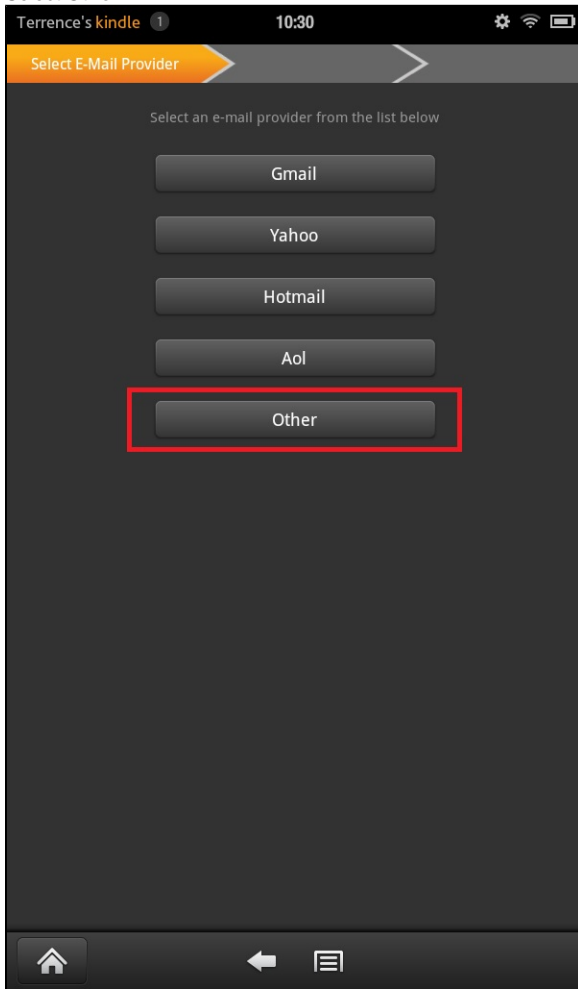
Related articles:

- [How to Set Up Multi-factor Authentication \(MFA\)](#)
- [How to Setup the Bearprint Client on Windows](#)
- [Microsoft Forms](#)
- [Microsoft Teams Tools & Features](#)
- [Microsoft Teams](#)

3. Select **Add account**.

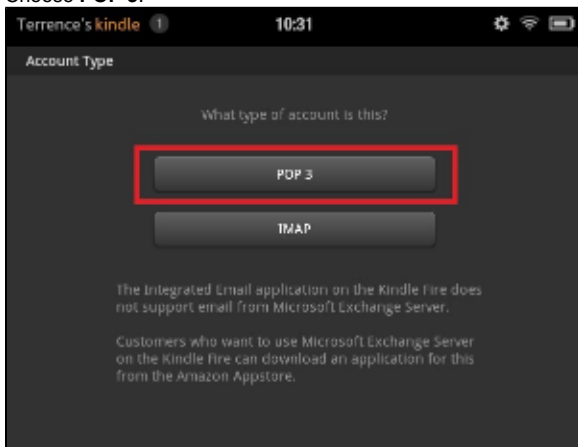


4. Select **Other**.



5. When you're prompted to enter your login information for the account, type your *BearPassID@MissouriState.edu* and *BearPass Password*.

6. Choose **POP 3**.



7. Enter the following into the appropriate **Incoming Server Settings** fields:

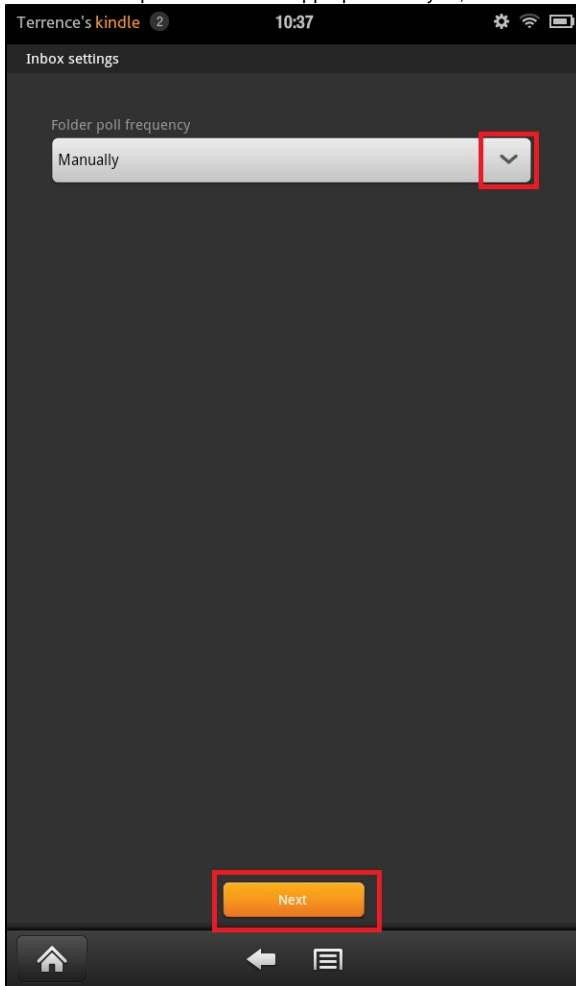
- a. **Username:** *BearPassID@MissouriState.edu* (example: *abc123@MissouriState.edu*)
- b. **Password:** *BearPass Password*
- c. **POP3 Server:** *outlook.office365.com*
- d. **Security Type:** *SSL (Always)*
- e. **Authentication Type:** *PLAIN*
- f. **Port:** *995*

8. Enter the following into the appropriate **Outgoing Server Settings** fields:

- a. **SMTP Server:** *outlook.office365.com*
- b. **Security Type:** *TLS (Always)*

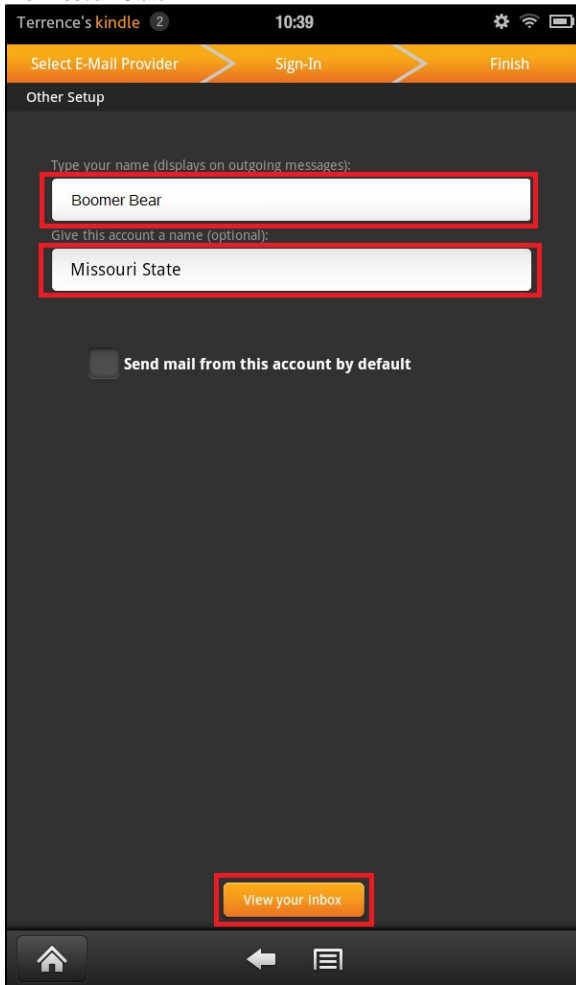
- c. **Port:** 587 (Make sure require sign in is checked)
- d. **Authentication Type:** LOGIN
- e. **Username:** BearPassID@Missouristate.edu (example: abc123@MissouriState.edu)
- f. **Password:** BearPass Password

9. Select how often your kindle will check for mail by opening the menu with the **arrow** on the right side. Pick the option that's most appropriate for you, and click **Next**.



10. Type into the first field whatever name you want to be displayed on outgoing messages.

11. Type into the second field the name for your account. it's recommended you name it something like *Missouri State*.



Palm Pre

1. Tap the **Mail** icon.
2. On the top-left of the screen, tap **Email > Preferences & Accounts**.
3. Scroll down to the bottom and tap **Add An Account**.
4. Fill out according to your information below:
 - a. **Mail Type:** *Exchange (EAS)*
 - b. **Server:** *outlook.office365.com*
 - c. **Email:** *BoomerBear@MissouriState.edu*
 - d. **Domain:** (blank)
 - e. **Username:** *BearPassID@MissouriState.edu* (example: abc123@MissouriState.edu for faculty/staff or abc123@live.missouristate.edu for students)
 - f. **Password:** *BearPass Password*

Sidekick

The T-Mobile Sidekick series of phones generally supports IMAP mail server connections and can be set up to access your Office 365 Education for Students e-mail using the following information:

1. Go to **Mail**.
2. Scroll to the **Add Account** tab.
3. Choose **POP/IMAP** from the list and tap **Add**.
4. In the Add POP/IMAP Account wizard, choose **Other POP/IMAP**.
5. Tap **Next**.
6. Enter the following information:
 - a. **Mail Server:** *outlook.office365.com*
 - b. **Protocol:** *IMAP/SSL*
 - c. **Username:** *BoomerBear@MissouriState.edu*
 - d. **Password:** *BearPass Password*
7. Tap **Next**.
8. Enter the following information:
 - a. **From Name:** *Your Name*

- b. **From Address:** *BoomerBear@MissouriState.edu*
 - c. **Reply-To Name:** *Your Name*
 - d. **Reply-To Address:** *BoomerBear@MissouriState.edu*
9. Tap **Next**.
 10. Choose **Separate tab** from the Email Storage list.
 11. Tap **Done**.

Allow your mail messages a few moments to download and you should now have access to your Office 365 Education for Students e-mail on your T-Mobile Sidekick.

For questions or comments, contact the Computer Services Help Desk
HelpDesk@MissouriState.edu
417-836-5891