

Setup Metropolia email on Android

Follow these instructions to setup Metropolia email on your phone. You will be able to read Metropolia email in the Gmail app. Your phone can also be connected to your Metropolia calendar and contacts.

Please note that Metropolia email account cannot be used in the Outlook mobile app.

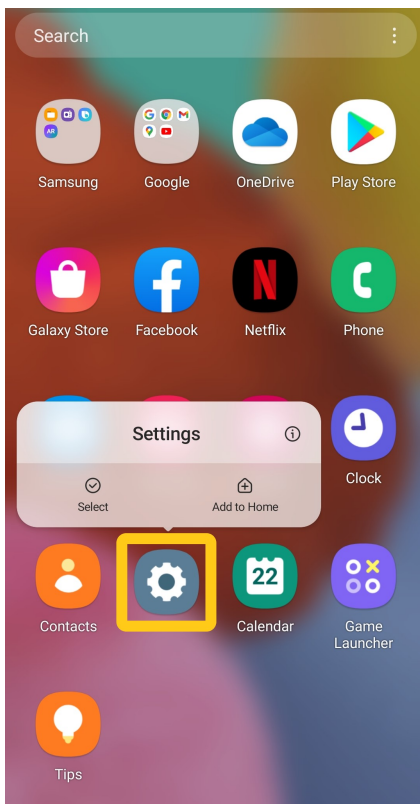
- [Video guide](#)
- [Literal guide](#)
- [What to do in a problem situation?](#)

Video guide

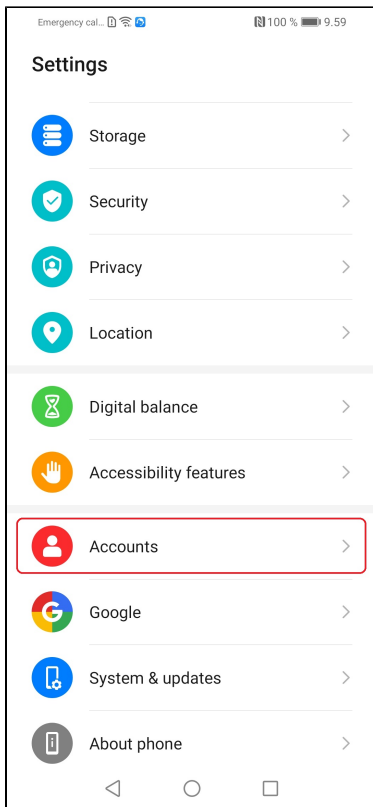
Your browser does not support the HTML5 video element

Literal guide

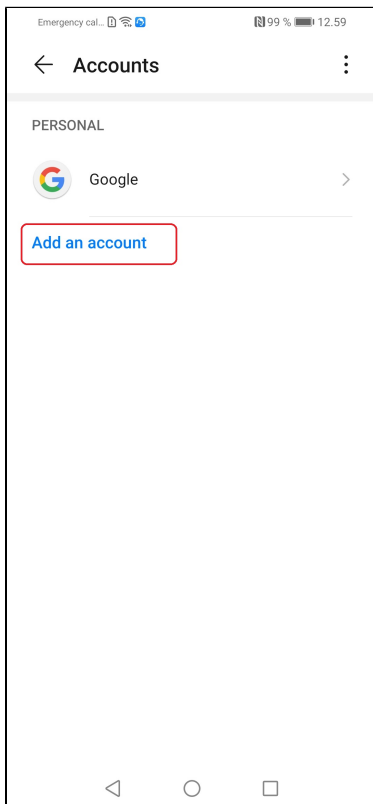
1. Open **Settings**.



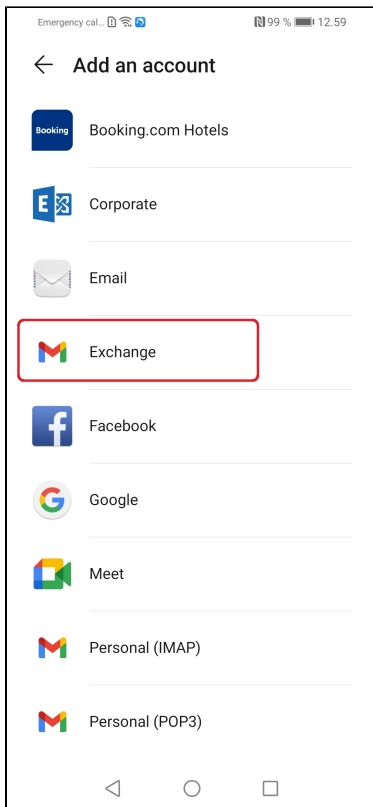
2. Select **Accounts**.



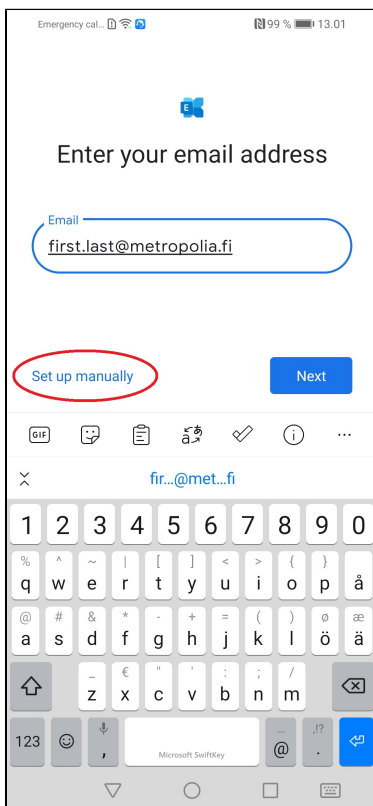
3. Select **Add account**.



4. Select **Exchange**.



5. Type in your **Metropolia** email address and select **Set up manually**.



6. Type in your **email password** and make sure all the server setting are correct:

Domain\Username: **pk\username**
(NOTE: your Metropolia username)
Server: **mail.metropolia.fi**
Select **Next**.

Emergency cal... 98 % 13.04

ACCOUNT INFO

Email
first.last@metropolia.fi

Password
.....

Client certificate
None [SELECT](#)

SERVER SETTINGS

Domain\Username
pk\username

Server
mail.metropolia.fi


Port
443

Security type
SSL/TLS

[Next](#)


7. Select **Allow**.

Emergency cal... 98 % 13.05



first.last@metropolia.fi

Updating security policy...

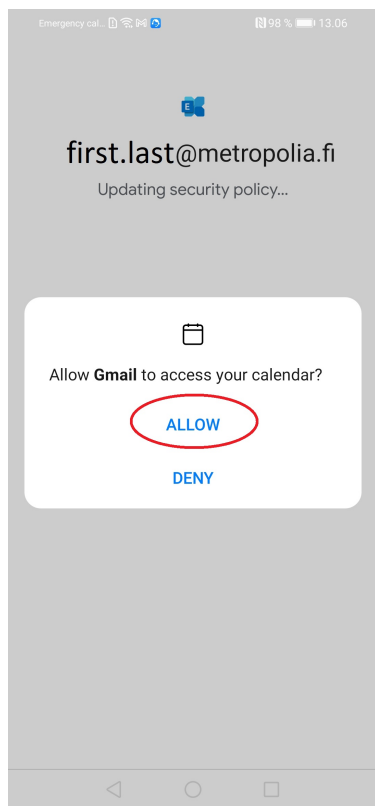


Allow **Gmail** to access your contacts?

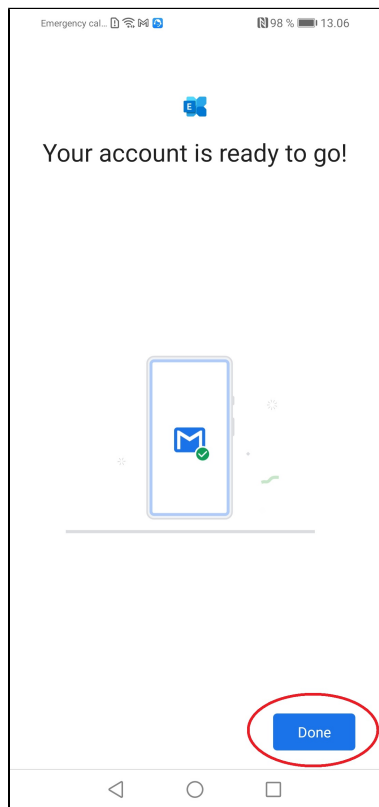
[ALLOW](#)

[DENY](#)

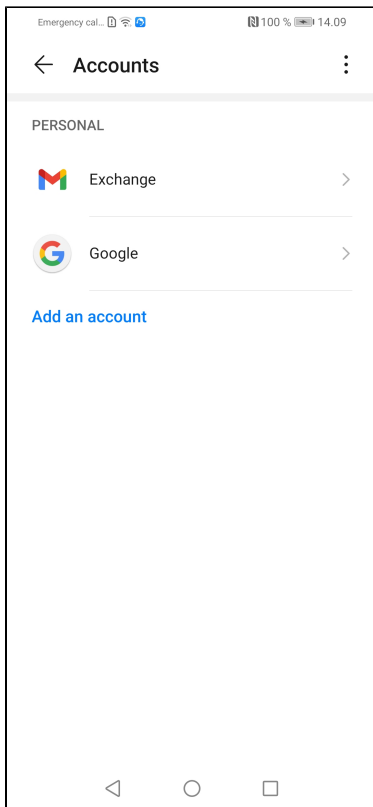
8. Select **Allow**.



8. Select **Done**.



An Exchange account can now be seen on the list.



To which account are contacts and calendar events synced?

When saving contact information or calendar events you should check to which account they are synced. If you have Gmail account or some other email account set up on your phone in addition to the Metropolia email account, your contacts and calendar events could be synced to those instead of your Metropolia account.

What to do in a problem situation?

1. Restart your computer and the device where the issue is occurring. Try the function again.
2. If the function you are attempting is happening in a web browser, try the function again in an incognito or private window and in a different browser.
3. Try searching for a solution on the site of the IT Services by using the following search methods:
 - a. navigation menu of the site (on the left)
 - b. search machine of the wiki (right upper corner)
 - c. a general search engine, for instance [Google Search](#)
 - d. [alphabetical index](#)
 - e. [FAQ](#)

If the problem is not resolved, please contact the helpdesk according to [best practices](#). Always include [a full screen screenshot](#) of the issue in your service request.

Contact method	Contact information
Form	https://hd.metropolia.fi
Email	helpdesk@metropolia.fi
Phone service	+358 9 7424 6777 (weekdays from 8 am to 4 pm)