1. In the Droid Applications Tray, select "SETTINGS"
2. In the Settings Option Select "ACCOUNTS"
3. In the Accounts Option Select "ADD NEW"
4. In the Add New Option Select "Corporate Sync"
5. Set up your Corporate Sync Account with the following settings:

   - **Domain/Username**: /username@mymail.tcc.fl.edu (Optional)
   - **Email address**: username@mymail.tcc.fl.edu
   - **Server**: pod51008.outlook.com

6. A confirmation screen will appear when the sync is complete.