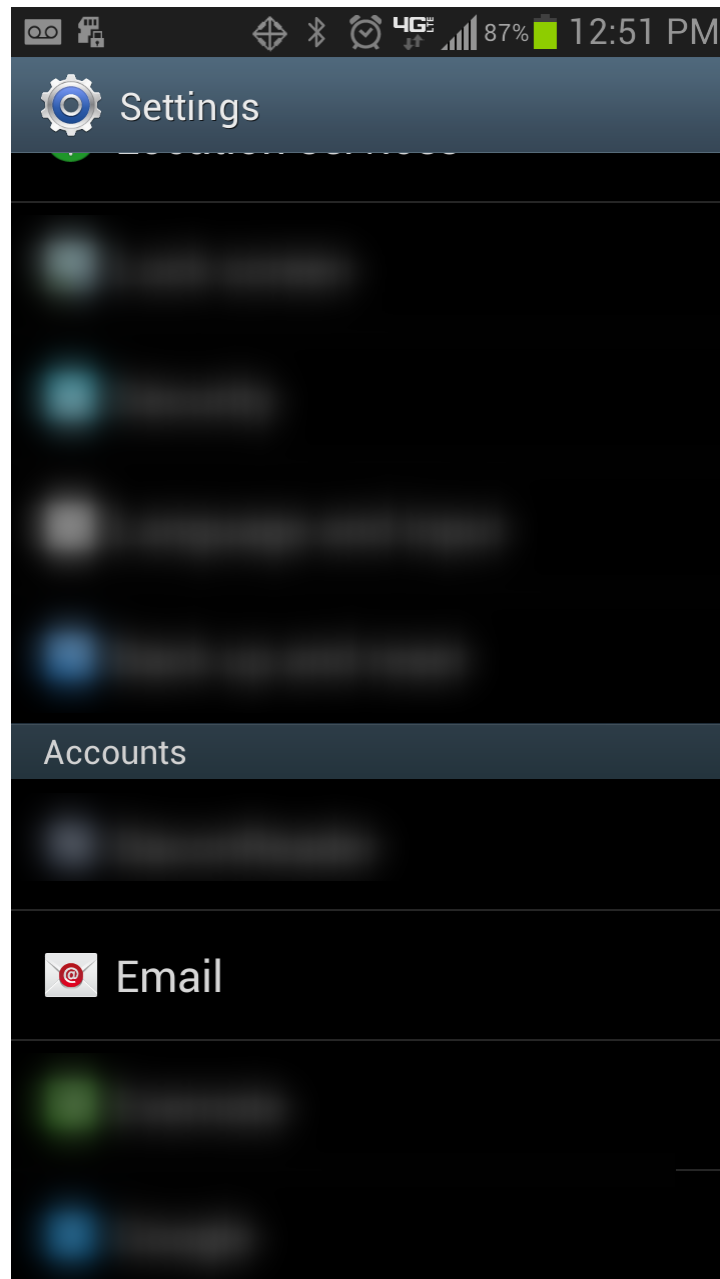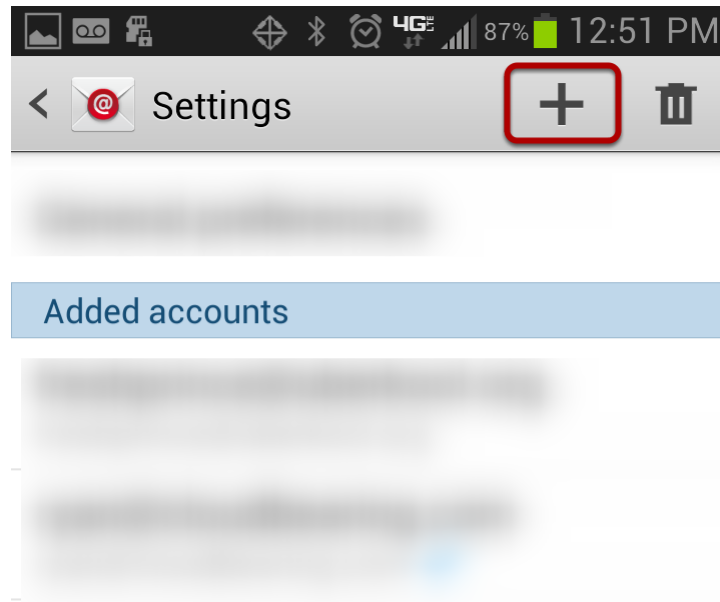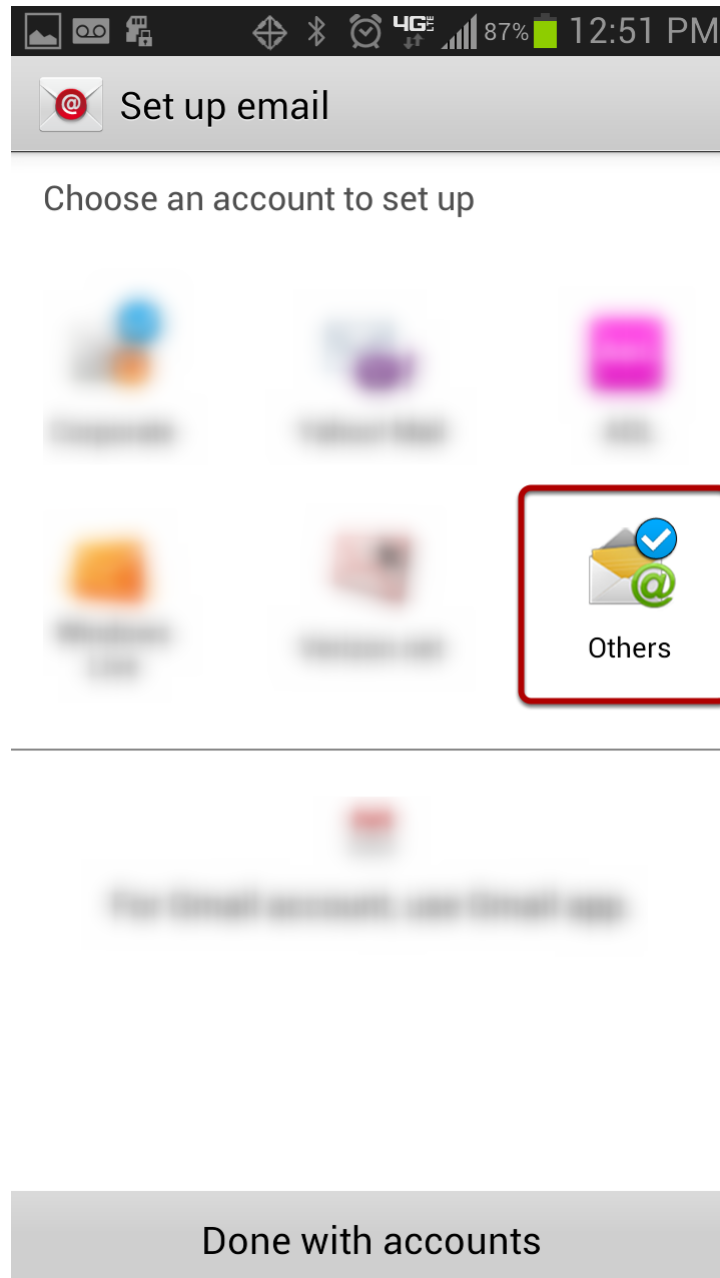# How to Configure Android for Office 365

This guide will walk you through setting up your new Office 365 account on your Android device.
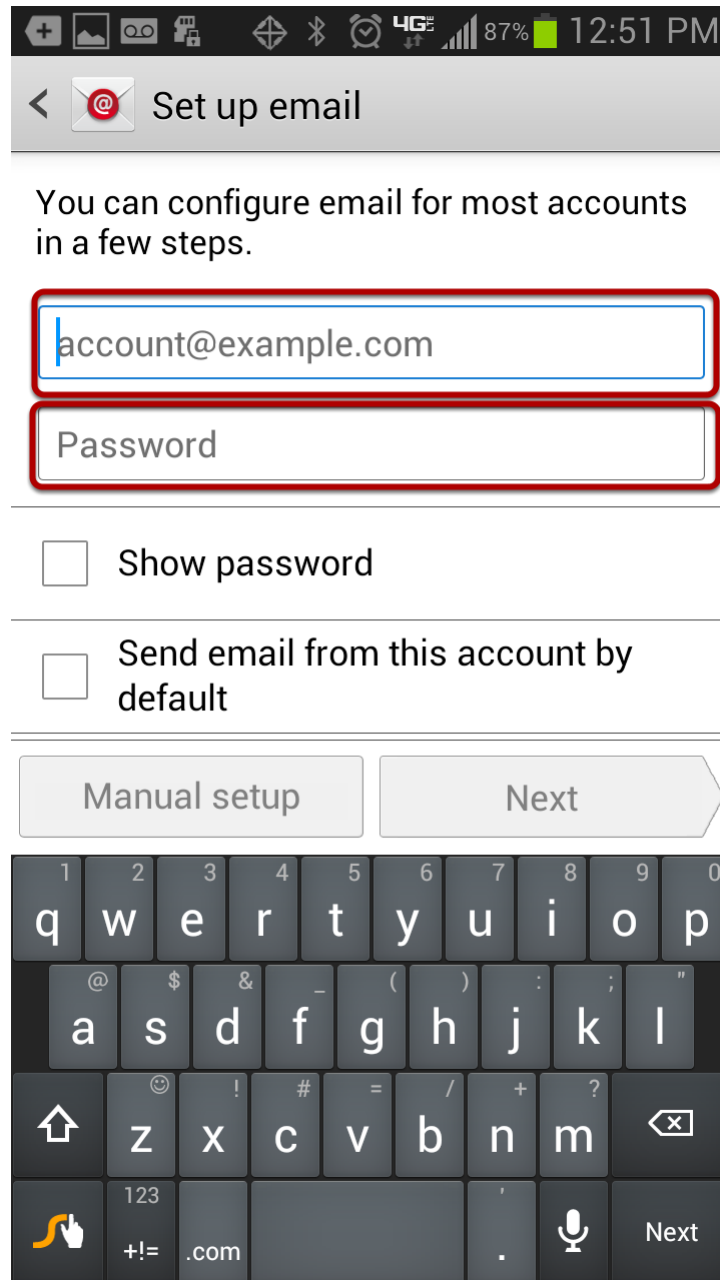

Navigate to the settings menu. Once there go to the "**Email**" menu. If there is no email menu, go to "Add Account" then "Email".
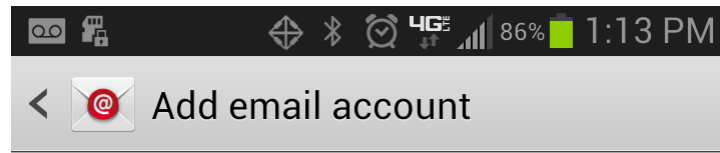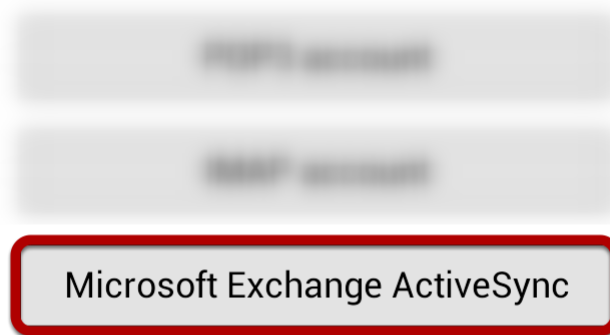
Click on the plus sign to add a new email account.
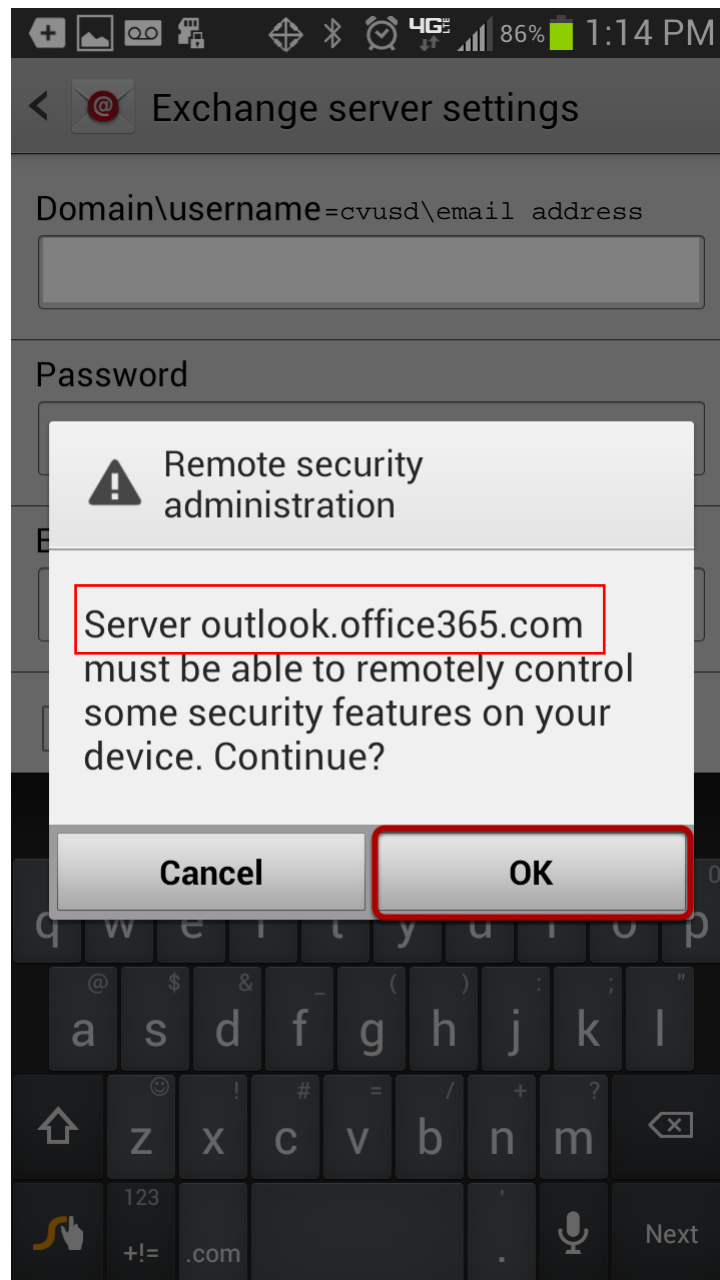
Select "**Others**".

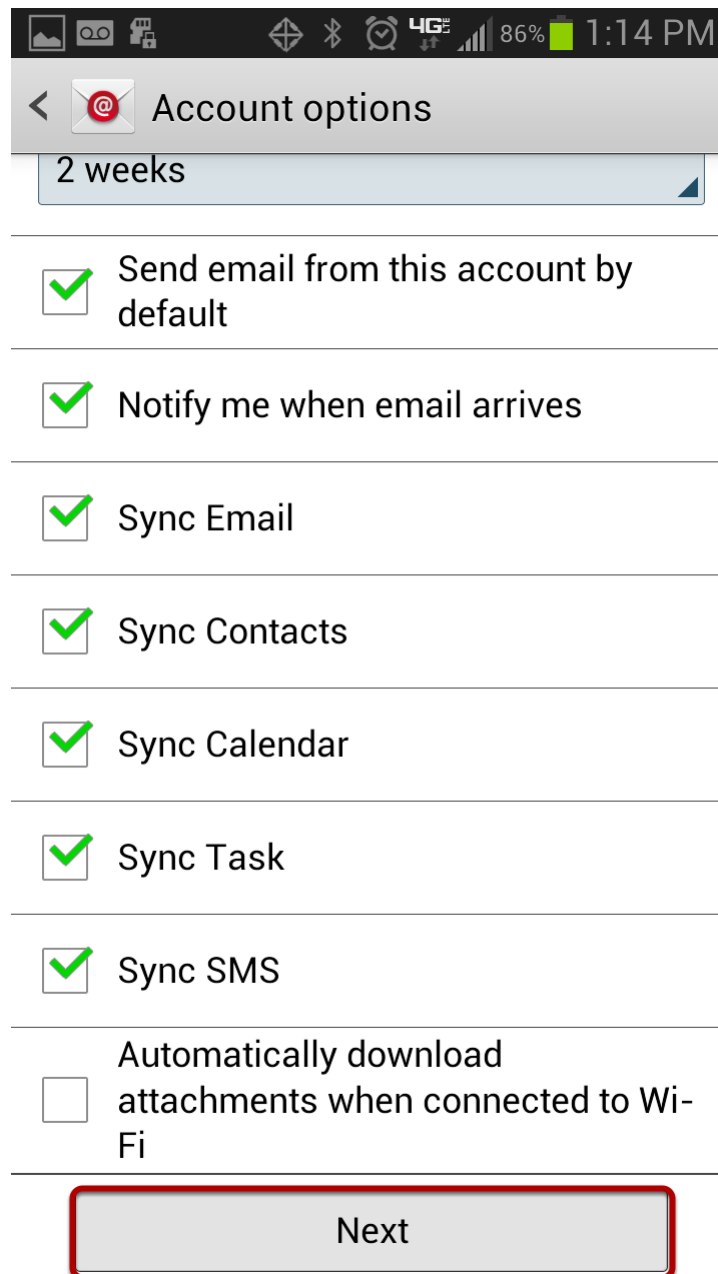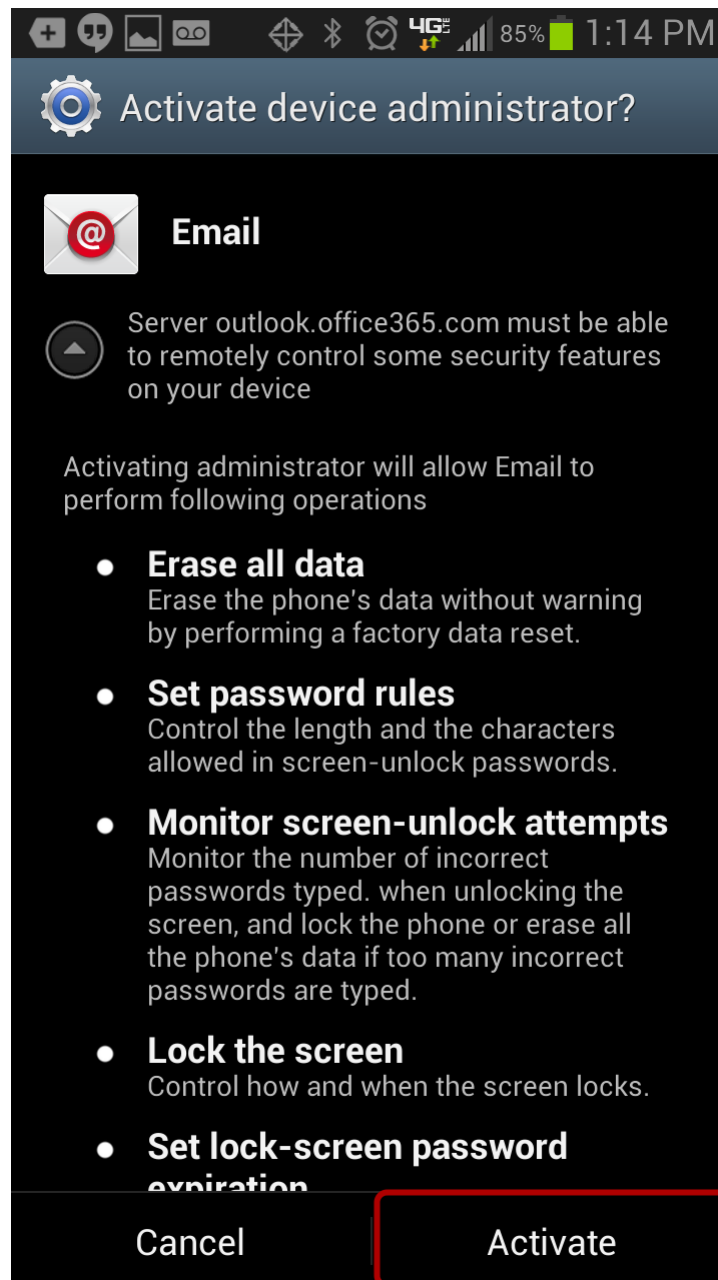Enter in your 365 account info (email address/password). After, select **Next**.

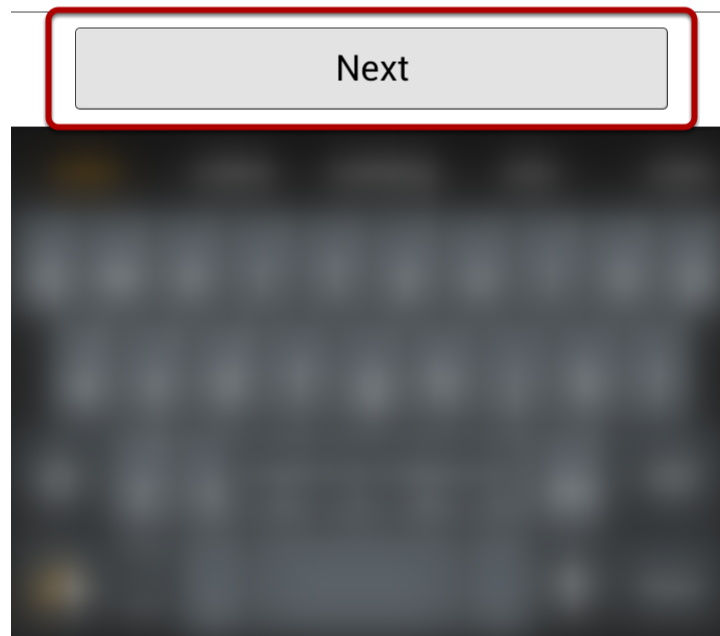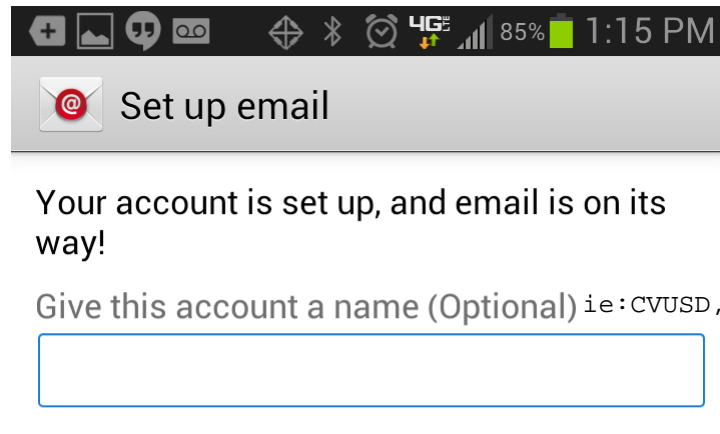Select "**Microsoft Exchange ActiveSync**".

When prompted select "**OK**".

Select **Next.** The Default options are preferred. If desired, they can be changed later on.
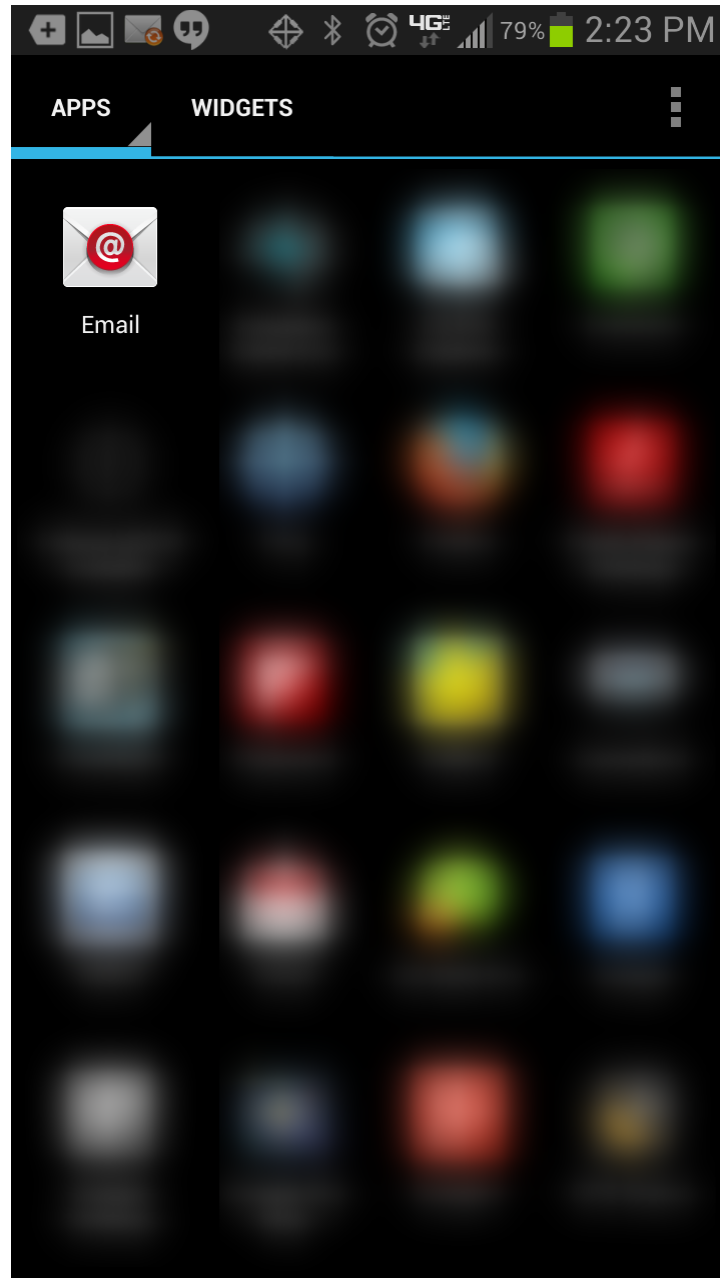
Select **Activate**.

Enter the name for the account which will be displayed in the drop down menu. Afterward, select **Next**.

Congratulations!

You are done setting up your Microsoft Office 365 account for your Android device. To access emails select the "**Email**" app shown above.