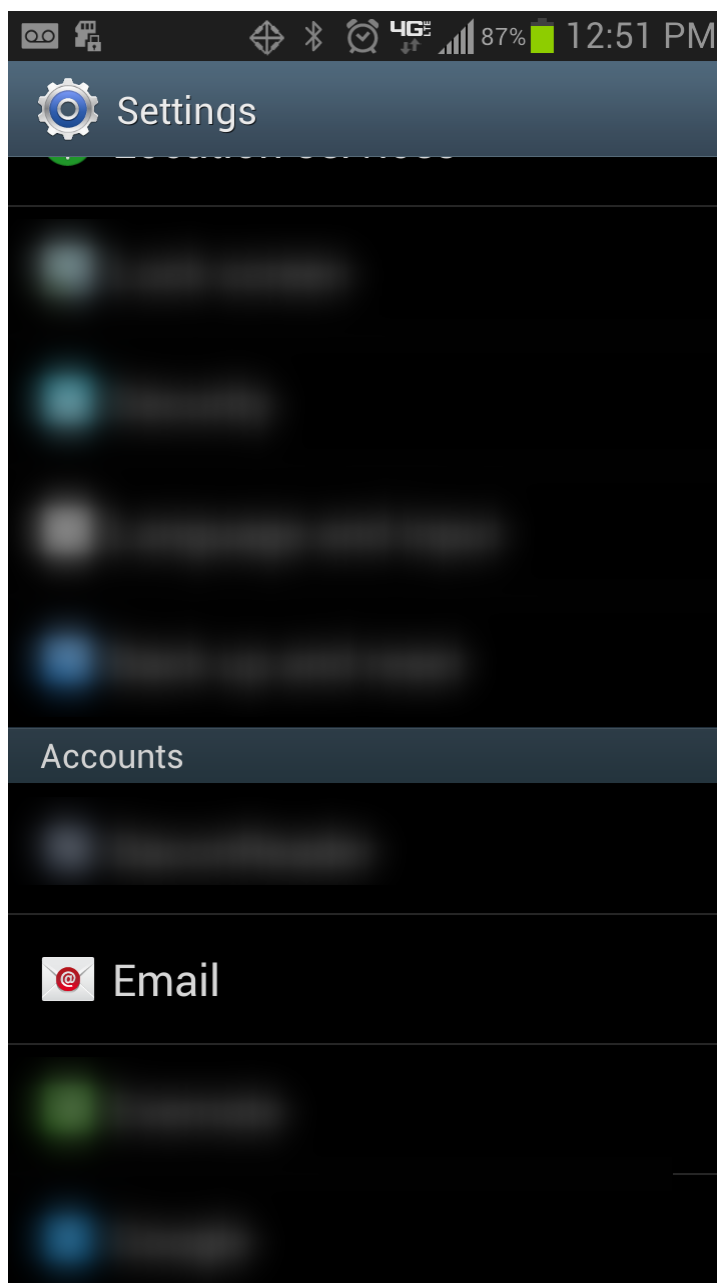
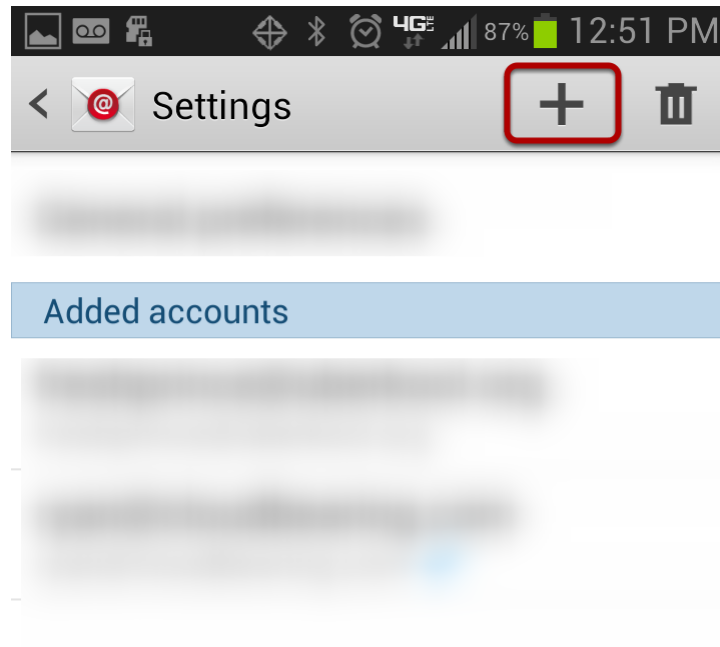


How to Configure Android for Office 365

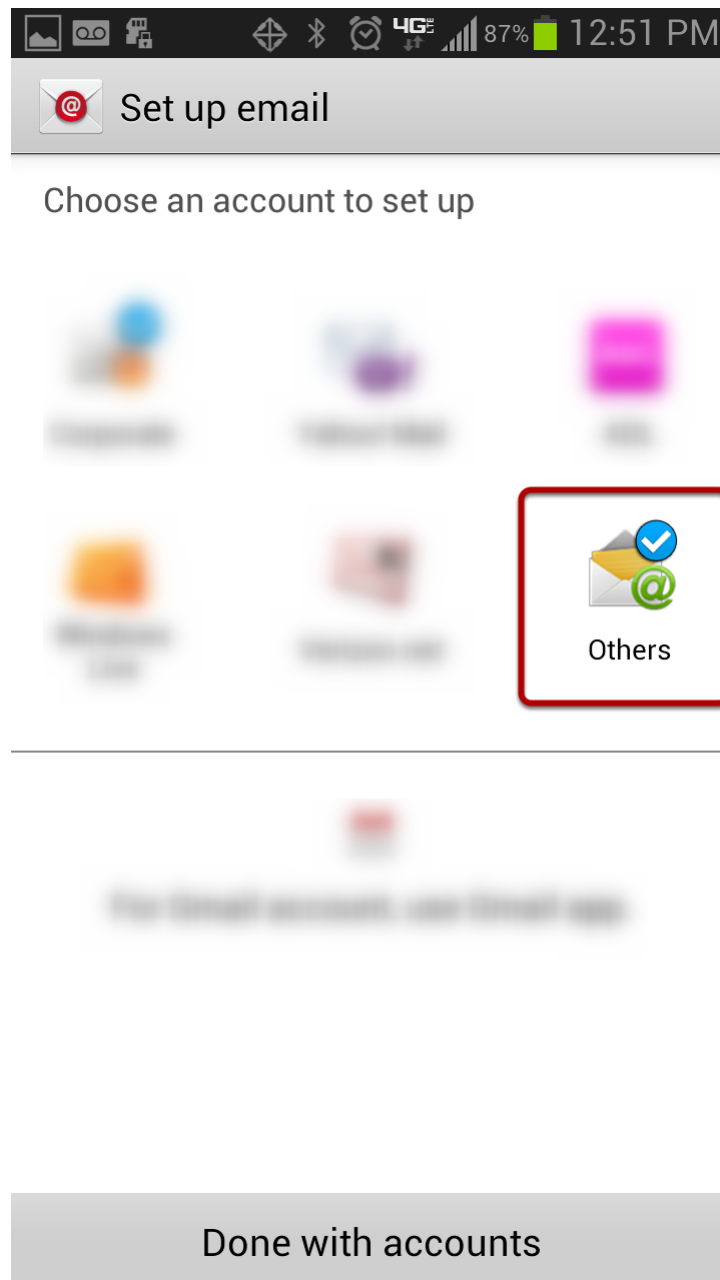
This guide will walk you through setting up your new Office 365 account on your Android device.



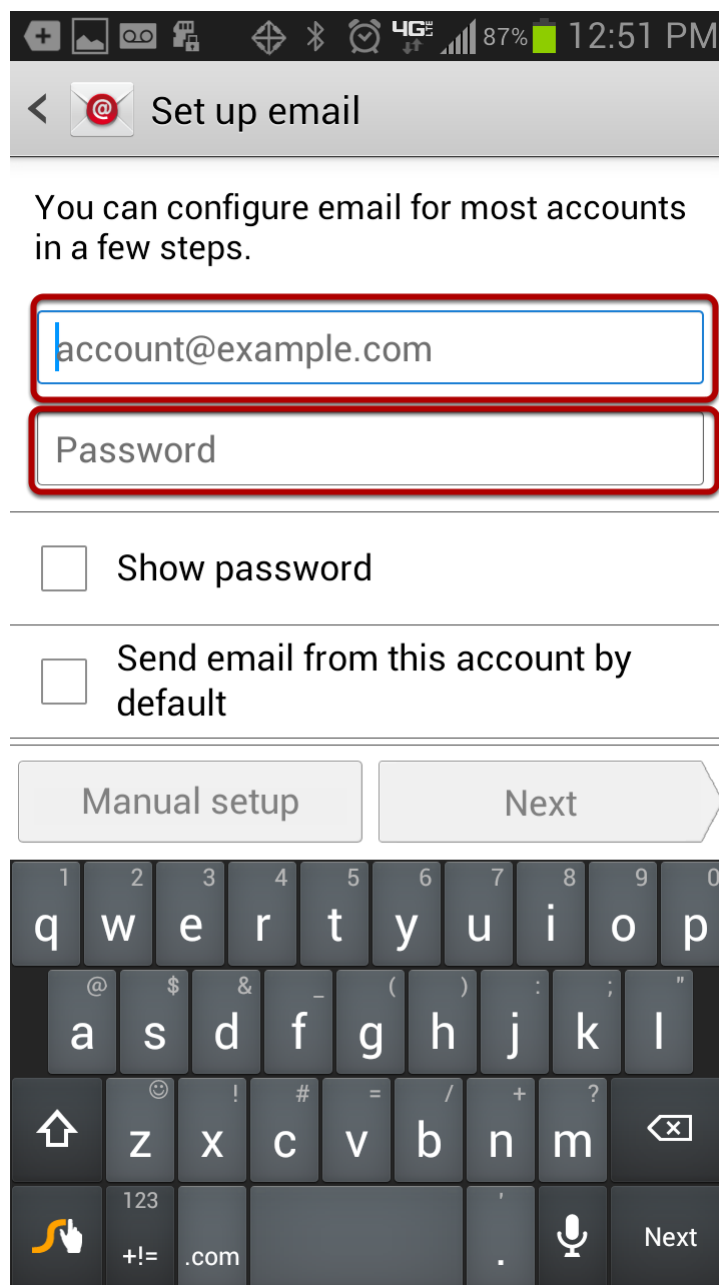
Navigate to the settings menu. Once there go to the "**Email**" menu. If there is no email menu, go to "Add Account" then "Email".



Click on the plus sign to add a new email account.



Select "**Others**".



12:51 PM

< @ Set up email

You can configure email for most accounts in a few steps.

account@example.com

Password

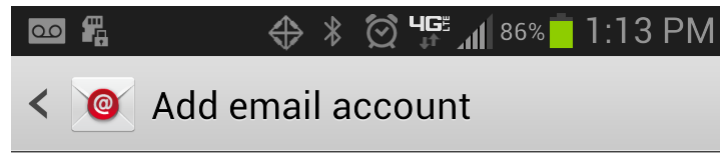
☐ Show password

☐ Send email from this account by default

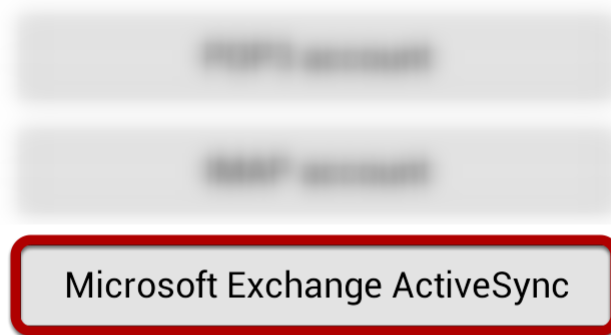
Manual setup Next

1 2 3 4 5 6 7 8 9 0
q w e r t y u i o p
@ \$ % & _ () : ; "
a s d f g h j k l
↑ ☺ ! # = / + ? < x
👉 123 +!= .com . ' Next

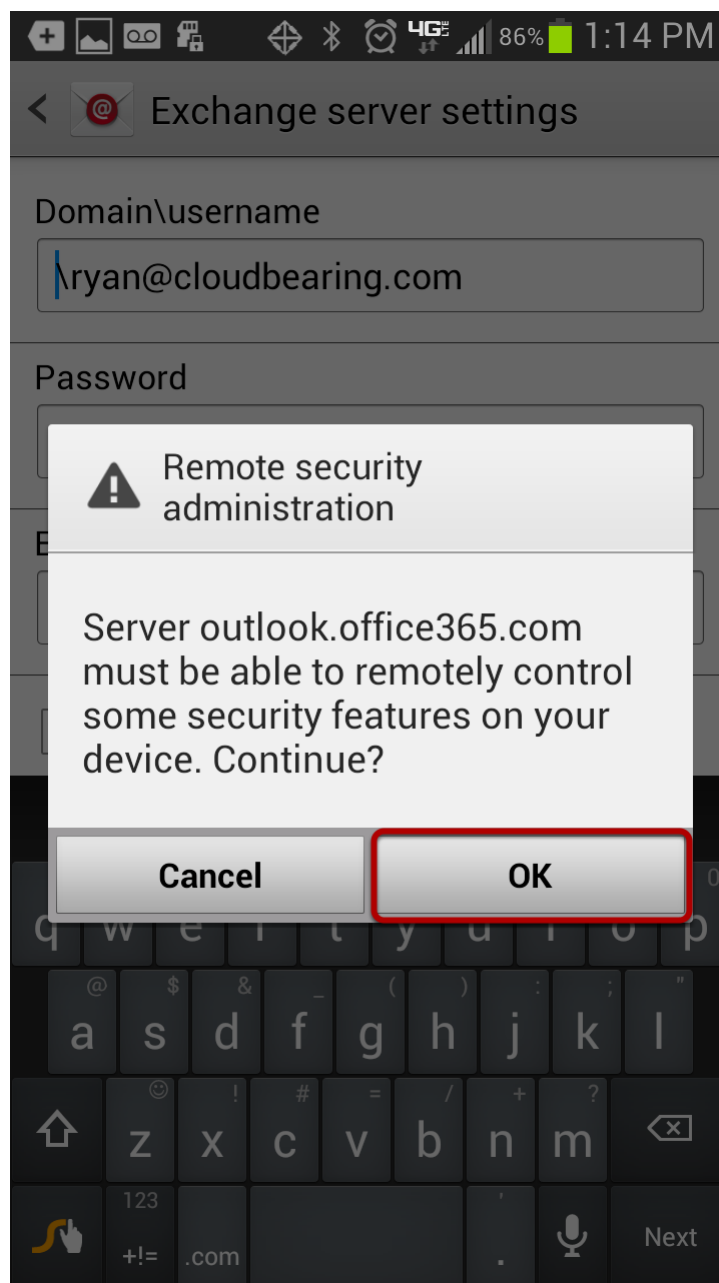
Enter in your 365 account info (email address/password). After, select **Next**.



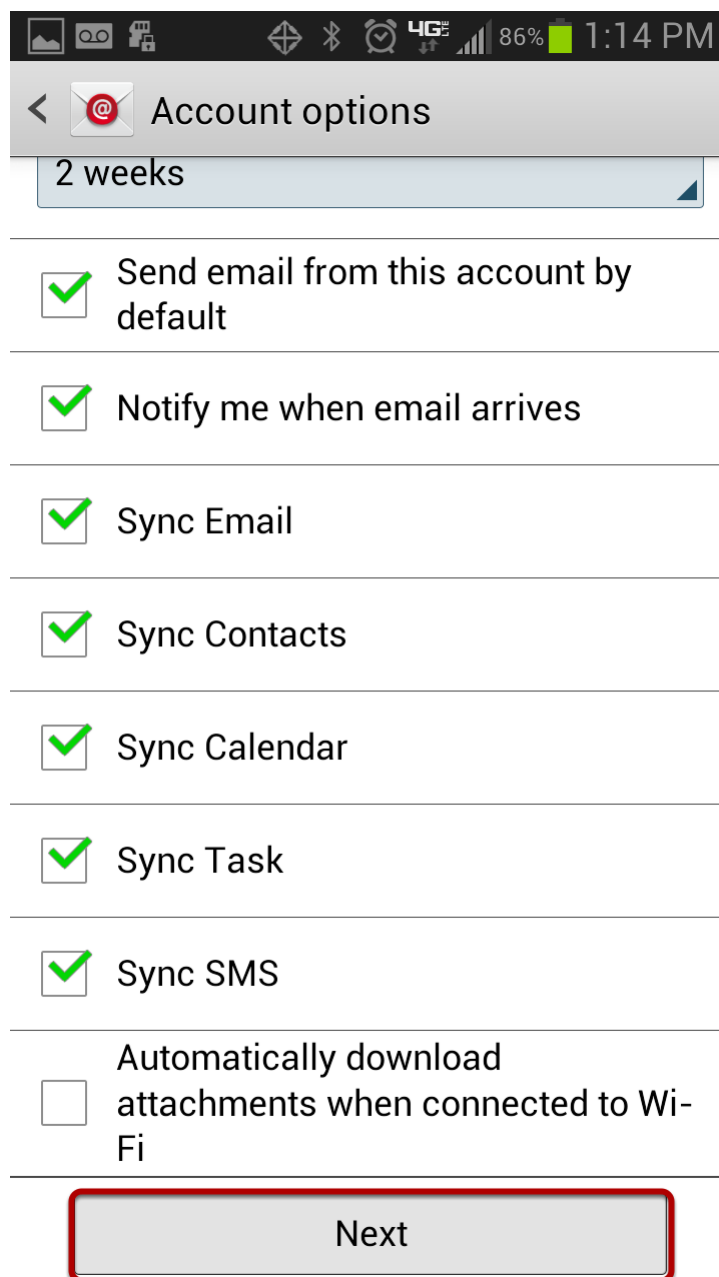
What type of account?



Select "**Microsoft Exchange ActiveSync**".



When prompted select **"OK"**.



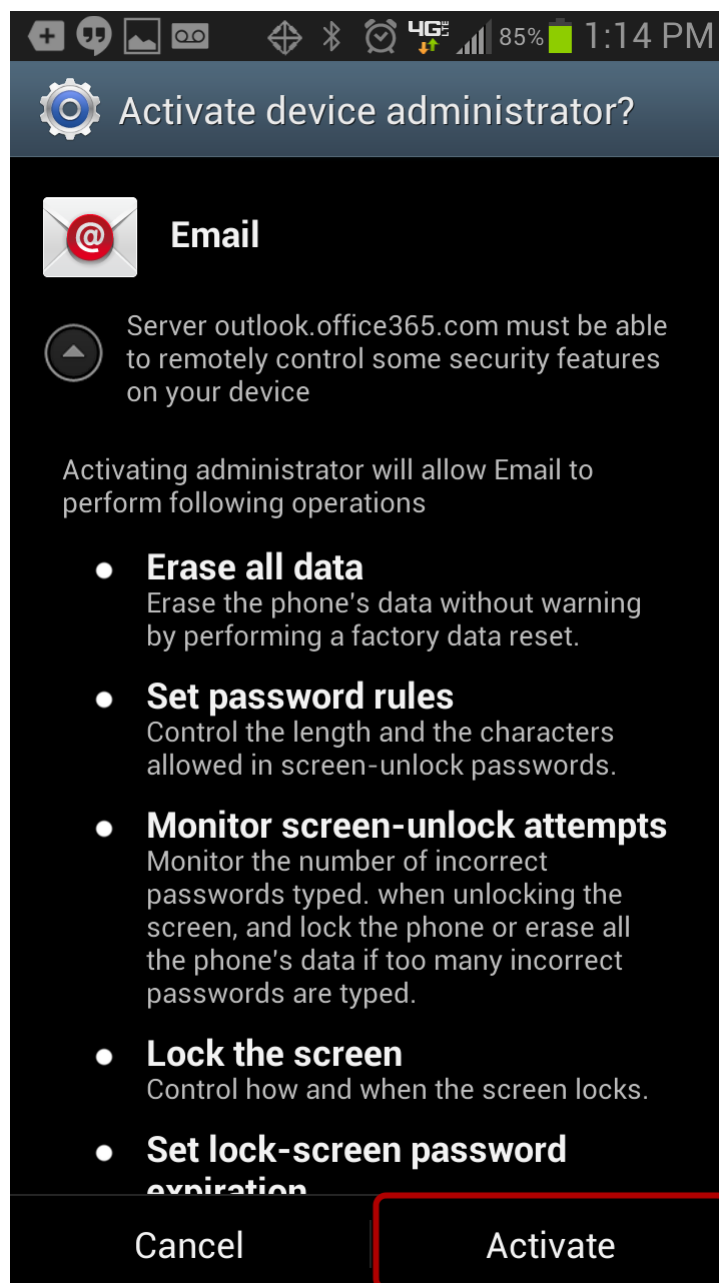
< Account options

2 weeks

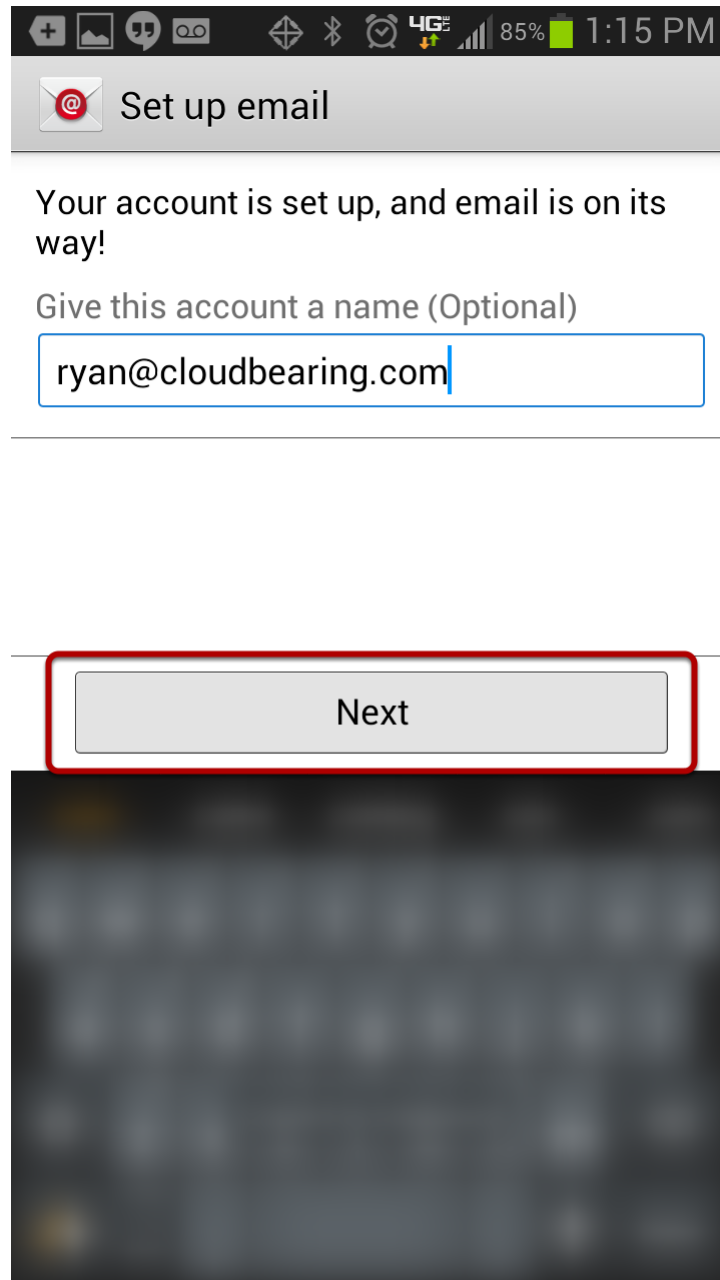
- ☒ Send email from this account by default
- ☒ Notify me when email arrives
- ☒ Sync Email
- ☒ Sync Contacts
- ☒ Sync Calendar
- ☒ Sync Task
- ☒ Sync SMS
- ☐ Automatically download attachments when connected to Wi-Fi

Next

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

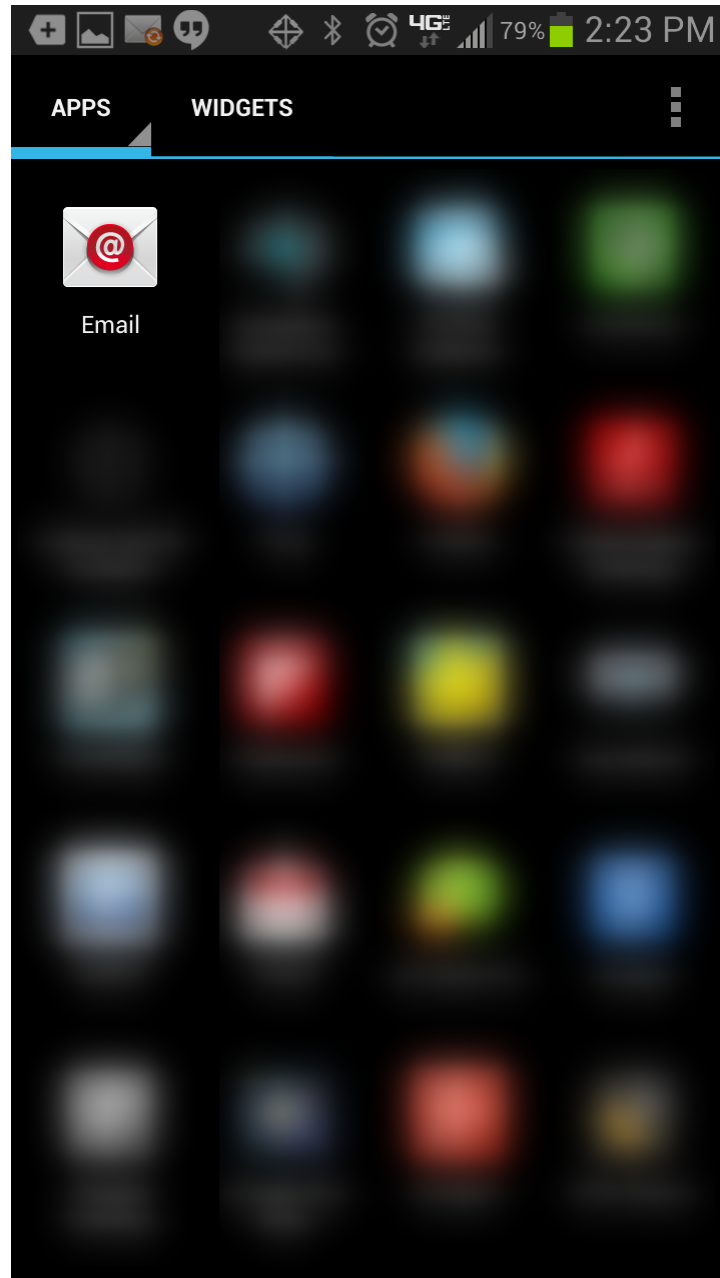


Select **Activate**.



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.