

Emory Exchange: (Office365) for - Android

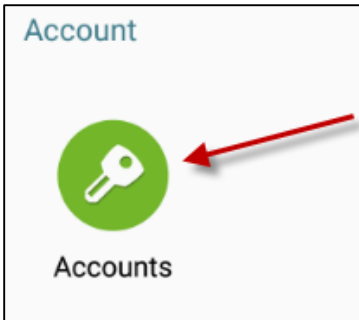
Note: The images below may differ from that of your current device. However, most Android devices will be similar to the images seen below.

Begin by Removing Your Exchange Account:

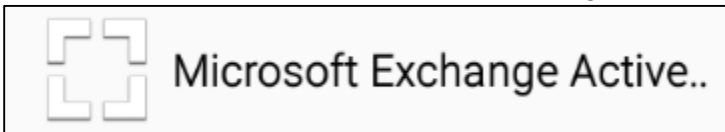
Navigate to and click on “Settings”.



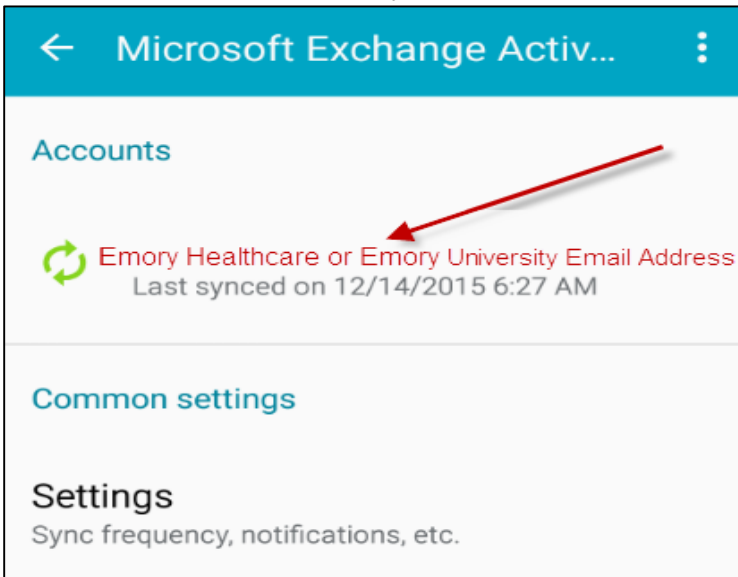
Under “Settings”, select Accounts.



Under “Accounts”, choose “Microsoft Exchange ActiveSync”.

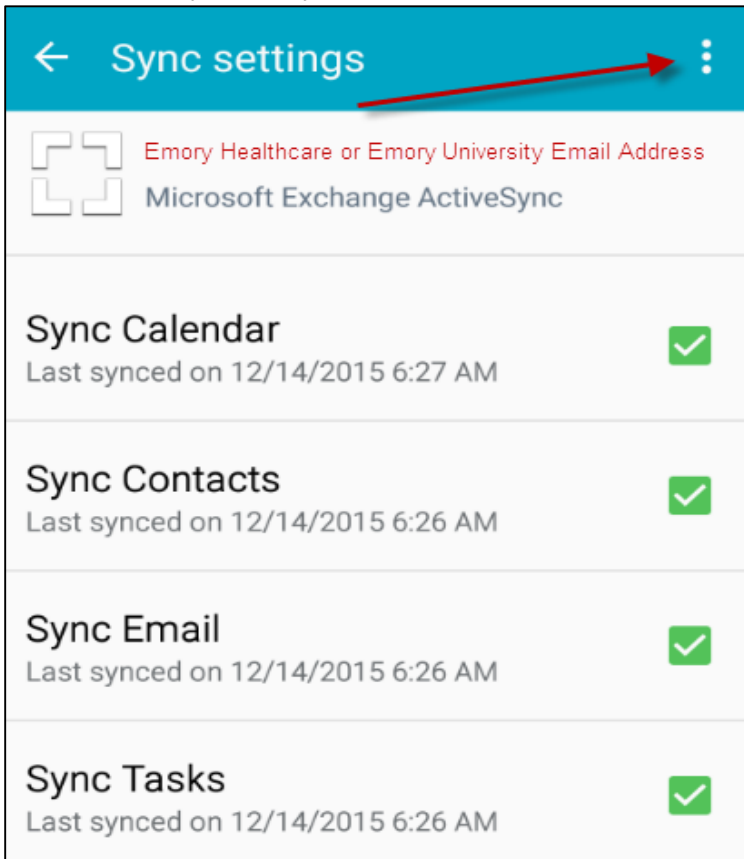


Then under Accounts choose your Healthcare or University (As seen below):

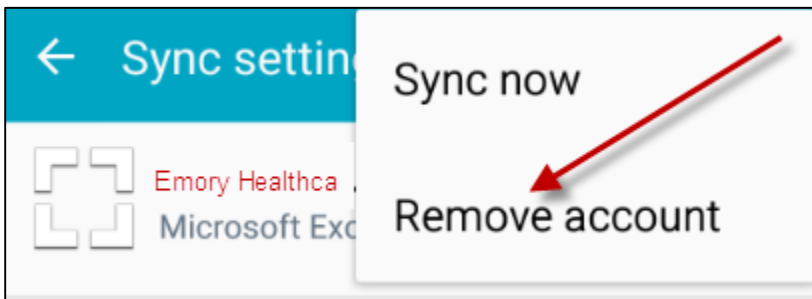


Under Sync Settings look for the 3 dots in the upper right hand corner. Tap on the 3 dots.

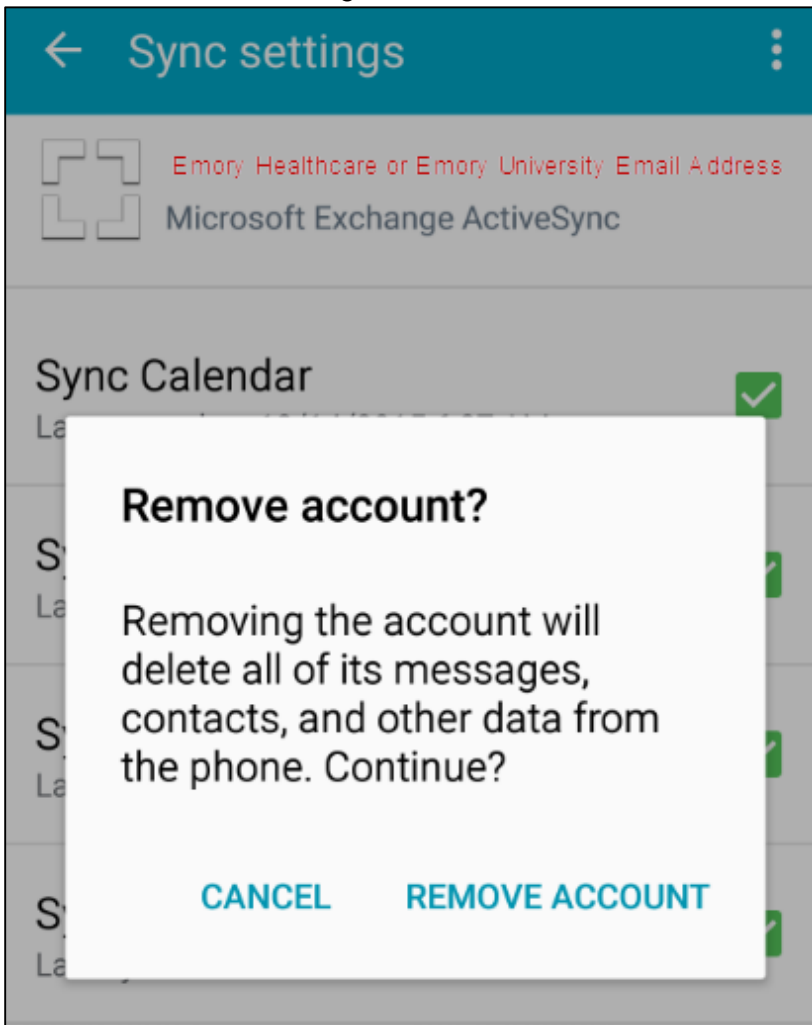
Note: This may differ by device.



Select **Remove Account**.

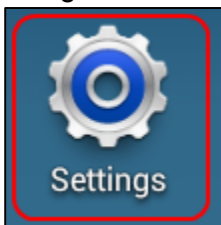


Select Remove Account again.

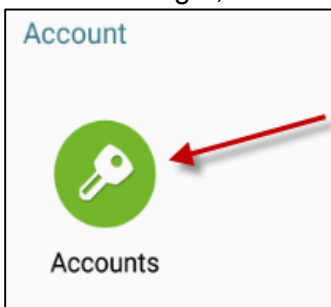


Add An Account:

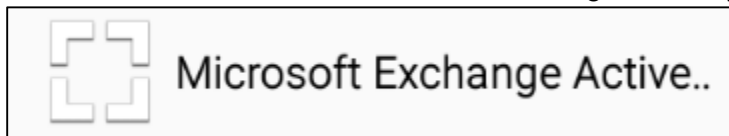
Navigate to and click on "Settings".



Under "Settings", select Accounts.



Under “Accounts”, choose “Microsoft Exchange ActiveSync”.



On the Exchange configuration screens that follow you will enter information about your Emory Exchange (Office 365) account. Emory Healthcare employees will provide different configuration information from university employees and faculty physicians. Look for the instructions below that match your position here at Emory.

Healthcare employees whose primary (or only) e-mail address is @emoryhealthcare.org:

- Email: *EmoryHealthcareemail@emoryhealthcare.org*
- Password: *Emory Healthcare Password*

Physicians & University employees whose primary (or only) e-mail address is @emory.edu:

- Email: *EmoryUniversityemail@emory.edu*
- Password: *Emory University Password*

Refer to the list above, enter the required information and choose “Manual Setup”.

The screenshot shows the "Exchange ActiveSync" configuration screen. At the top is a blue header with the text "Exchange ActiveSync". Below the header is a light gray area with the text "Configure Exchange account in a few steps." followed by two input fields: "Email address" and "Password". Below these fields is a "Show password" checkbox, which is currently unchecked. At the bottom of the screen are two buttons: "MANUAL SETUP" and "NEXT >". A red arrow points from the "MANUAL SETUP" button towards the right.

Healthcare employees whose primary (or only) e-mail address is @emoryhealthcare.org:

- Email: *EmoryHealthcareemail@emoryhealthcare.org*
- Server: **Outlook.office365.com**
- Domain: Domain is not required
- Username: *EmoryHealthcareLogonID@eushc.org*
- Password: *Emory Healthcare Password*

Physicians & University employees whose primary (or only) e-mail address is @emory.edu:

- Email: *EmoryUniversityemail@emory.edu*
- Server: **Outlook.office365.com**
- Domain: Domain is not required
- Username: *EmoryNETID@emory.edu*
- Password: *Emory University Password*

Refer to the list above, enter the required information and click Next.

← Exchange server settings

Emory Healthcare or Emory University Email Address

Domain\username

EmoryHealthcareLogonID@eushc.org

Password

.....

Exchange server

Outlook.office365.com

Use secure connection (SSL)

Use client certificate

CLIENT CERTIFICATE

When Prompted tap on "OK".

Remote security administration

Server Outlook.office365.com must be able to remotely control some security features on your phone. Continue?

CANCEL OK

Now select your sync options. Such as Period to sync and what to sync (contacts, calendar..etc).
Scroll down to see all sync options.

← Account options

Period to sync Email
3 days ▼

Sync schedule
Push ▼

Peak schedule
Push ▼

Emails retrieval size
50 KB ▼


Period to sync Calendar
2 weeks ▼


Set as default account

Notify me when email arrives

When prompted choose “Activate”.

Activate phone administrator?

 **Email**

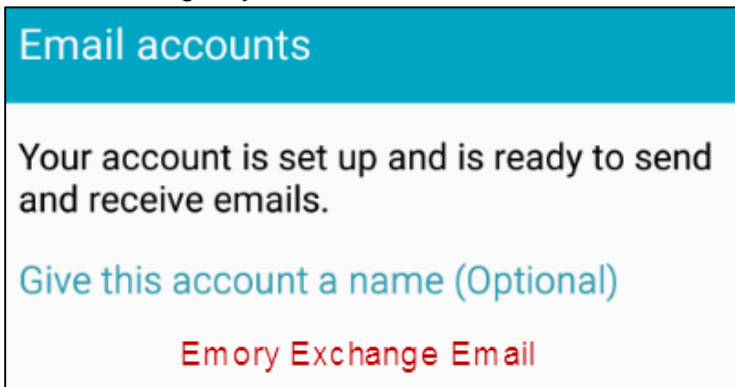
 Server Outlook.office365.com must be able to remotely control some security features on your phone.

Activating administrator will allow Email to perform the following operations:

- **Erase all data**
Erase the phone's data without warning by performing a factory data reset.
- **Set password rules**
Control the length and the characters allowed in screen-unlock passwords.
- **Monitor screen-unlock attempts**
Monitor the number of incorrect passwords typed. when unlocking the screen, and lock the phone or erase all the phone's data if too many incorrect passwords are typed.
- **Lock the screen**
Control how and when the screen locks.
- **Set lock-screen password expiration**

CANCEL ACTIVATE

You can now give your account a name.



Note: If you are creating a new account you may need a PIN or Password. If you do not have a PIN or Password you will be prompted. The PIN/Password will be used to lock your phone. If you forget your PIN/Password your phone will need to be erased before it can be used again.

Your phone will also need to be encrypted.

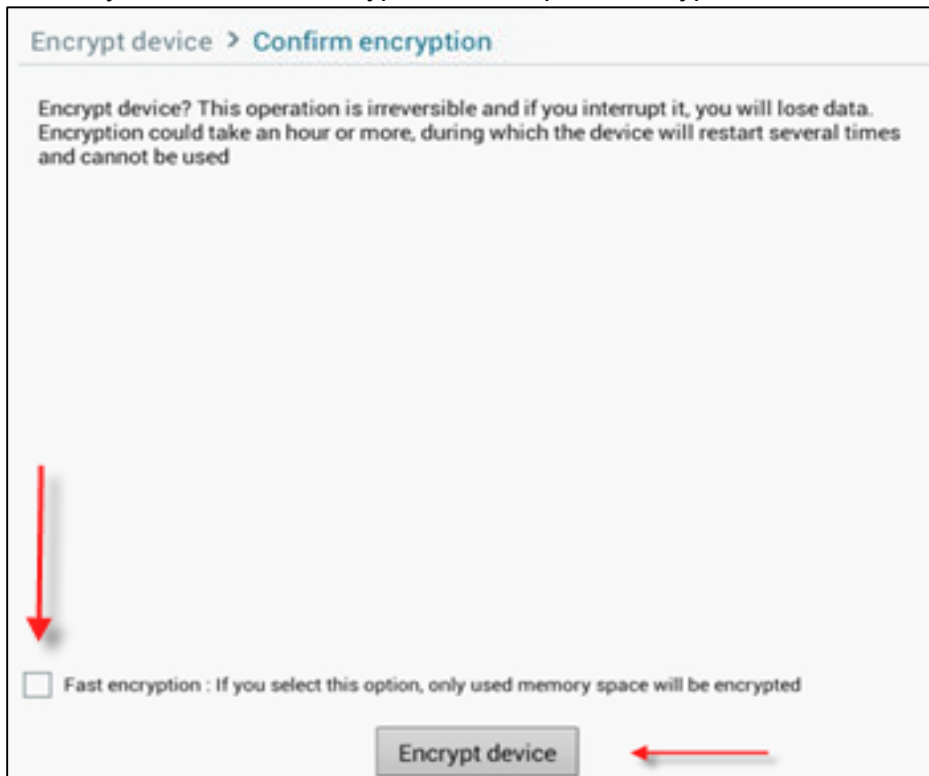


When prompted to “Encrypt device” plug in your phone charger.

Note: Your phone must also a charge of 80% before it can be encrypted.



You may choose “Fast Encryption” and tap on “Encrypt Device”.



Your phone will reboot and encrypt the device. You will then be prompted to enter your PIN to unlock the phone. Please do not interrupt this process.