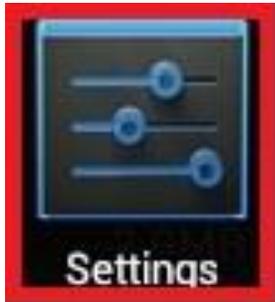


# Android Setup for Office 365

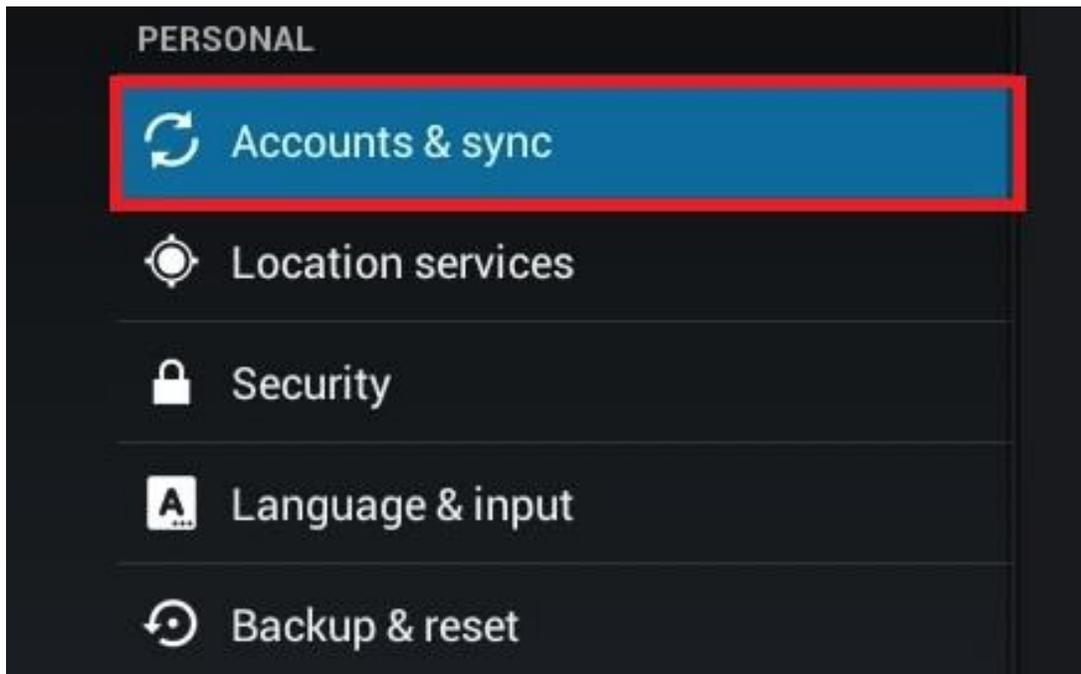
This guide was created using the stock mail settings in Android OS 4 (Ice Cream Sandwich). Different versions of the Android OS and hardware may vary slightly in setup.

To setup **Office 365** on your Android phone:

1. Open the **Settings** menu.



2. Tap **Accounts & Sync**.



3. Tap **ADD ACCOUNT**.

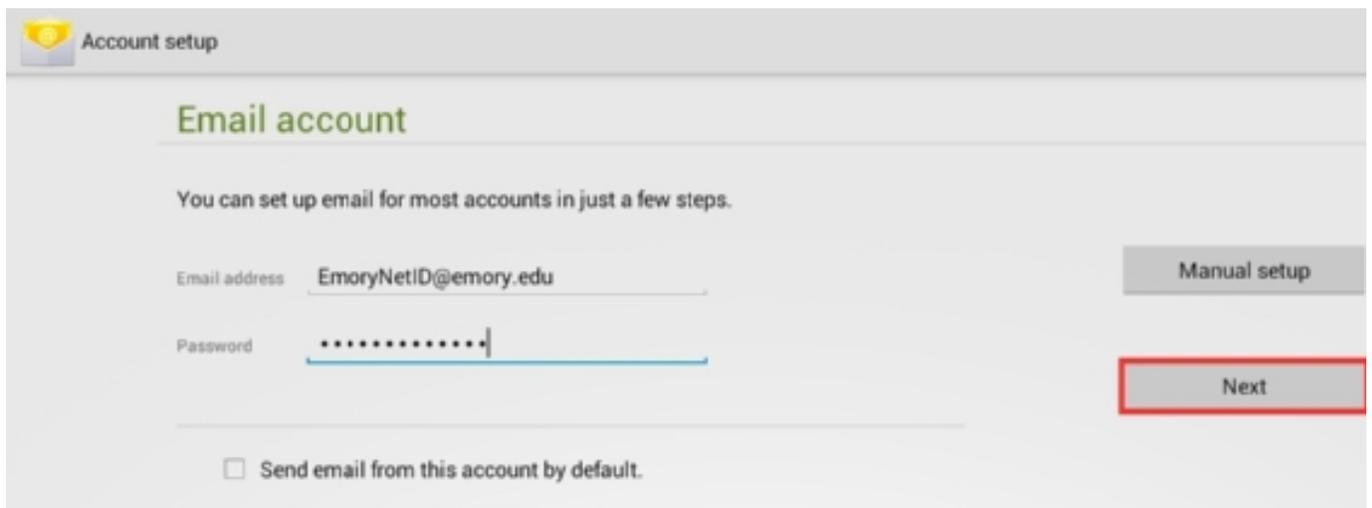


4. Choose to add an **Email** account. On some devices this option will be named **Exchange** or **Activesync**.

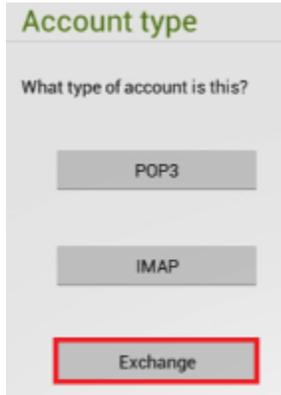


5. Enter your Emory NetID followed by your Emory password.

6. Tap **Next**.



7. Choose **Exchange** as the Account Type.



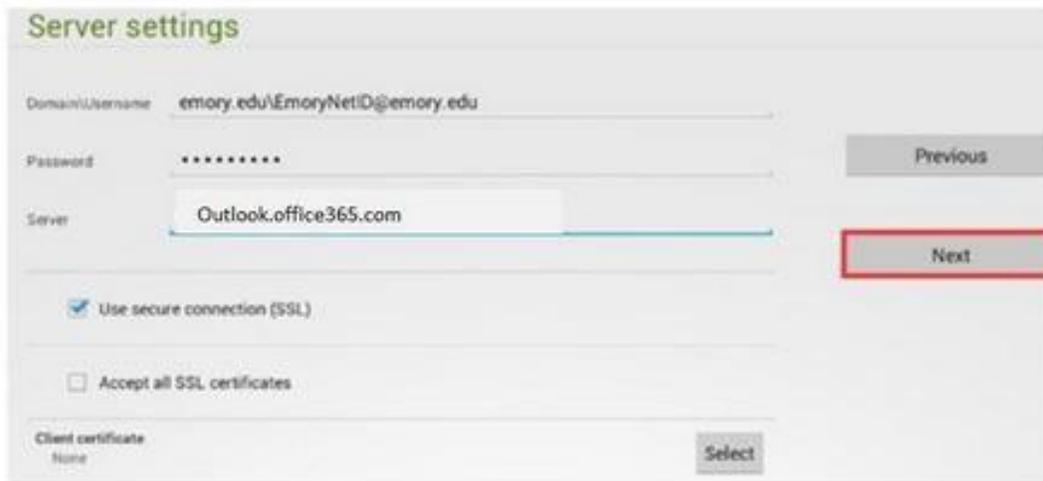
8. Enter the information below:

**IMPORTANT NOTE:** This information will be the same across all devices, but could be used in various combinations with the different versions of Android. For instance, you might be asked to enter domain\username together, which would be either EMORYUNIVAD\netid@emory.edu OR emory.edu\netid@emory.edu depending on your Android version.

Always use your full email address for your username. And always check the server settings as the Android might try and auto-configure them incorrectly.

- a. Email Address: netid@emory.edu
- c. Server Address: outlook.office365.com
- b. Domain: EMORYUNIVAD or emory.edu (you might have to try both depending on the version of Android)
- d. Username: netid@emory.edu (NOTE, you must use the full address!)
- e. Password: <your Emory password>
- d. Make sure the box for **Use secure connection (SSL)** is checked.

9. Tap **Next**.



Server settings

Domain/Username

Password

Server

Use secure connection (SSL)

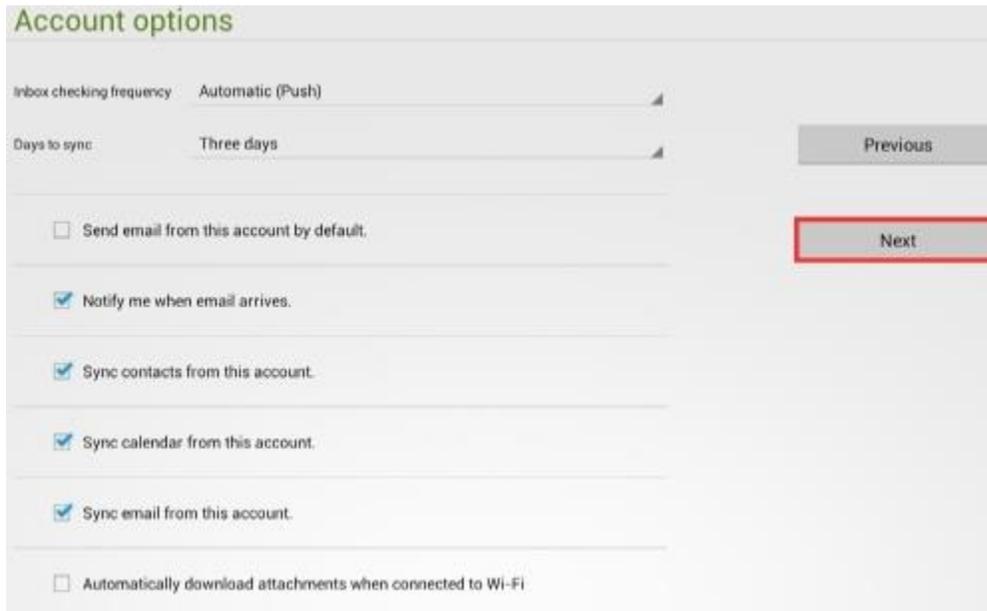
Accept all SSL certificates

Client certificate  
None

10. Click **OK** if you get a window asking you to allow outlook.office365.com to remotely control some security features of your device.



11. Depending on your personal preferences, you can leave most selections in the Account options windows as their defaults. Tap **Next**.



12. In the **Activate device administrator?** window, tap **Activate**. This is a security feature that will allow you to remotely wipe your device from the web interface if it is stolen or lost.



13. If prompted, you may give your account a name to easily recognize it. One easy option would be Emory Email.



The screenshot shows a grey interface with the heading "Your account is set up, and email is on its way!" in green. Below this, it says "Give this account a name (optional)" in a smaller font. A text input field contains "EmoryNetID@emory.edu" and has a blue cursor. To the right of the input field is a grey button with the word "Next" in black, which is highlighted with a red rectangular border.

Your device is now connected to your Office 365 account and will allow you to pull e-mail and calendar information from the cloud.