

Andriod Setup for Office 365

Written by: LITS Messaging Team

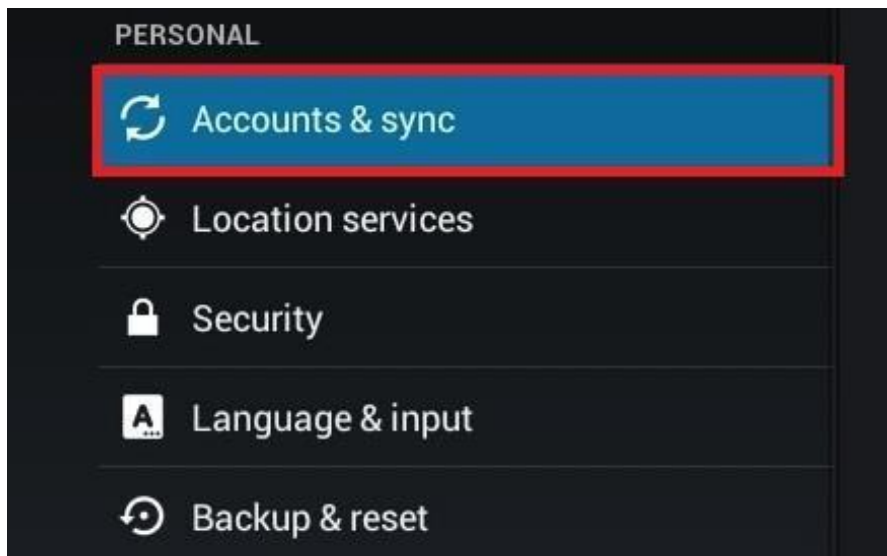
This guide was created using the stock mail settings in Android OS 4 (Ice Cream Sandwich). Different versions of the Android OS and hardware may vary slightly in setup.

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

1. Open the **Settings** menu.



2. Tap **Accounts & Sync**.



3. Tap **ADD ACCOUNT**.



Android Setup for Office 365

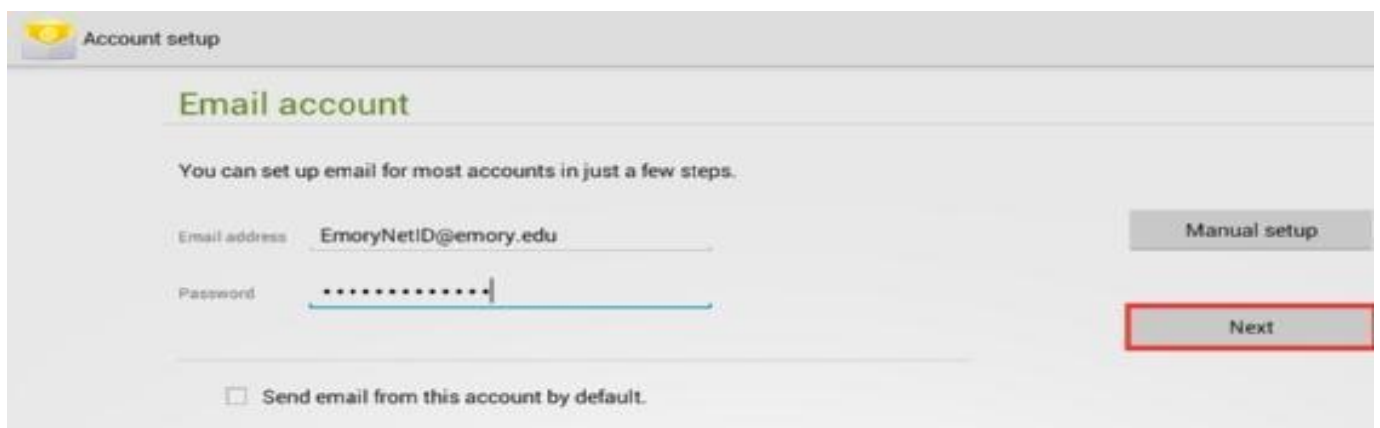
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4. Choose to add an **Email** account. On some devices this option will be named **Exchange Activesync**.



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

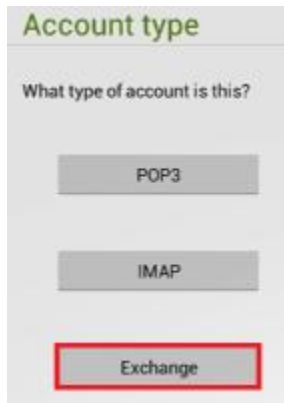
6. Tap **Next**.

A screenshot of the 'Account setup' screen for an 'Email account'. The screen has a light gray background. At the top, there is a yellow envelope icon and the text 'Account setup'. Below that, the title 'Email account' is displayed in green. A subtitle reads: 'You can set up email for most accounts in just a few steps.' There are two input fields: 'Email address' with the text 'EmoryNetID@emory.edu' and 'Password' with a masked password of ten dots. To the right of the 'Email address' field is a 'Manual setup' button. To the right of the 'Password' field is a 'Next' button, which is highlighted with a red border. At the bottom, there is a checkbox labeled 'Send email from this account by default.' which is currently unchecked.

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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.

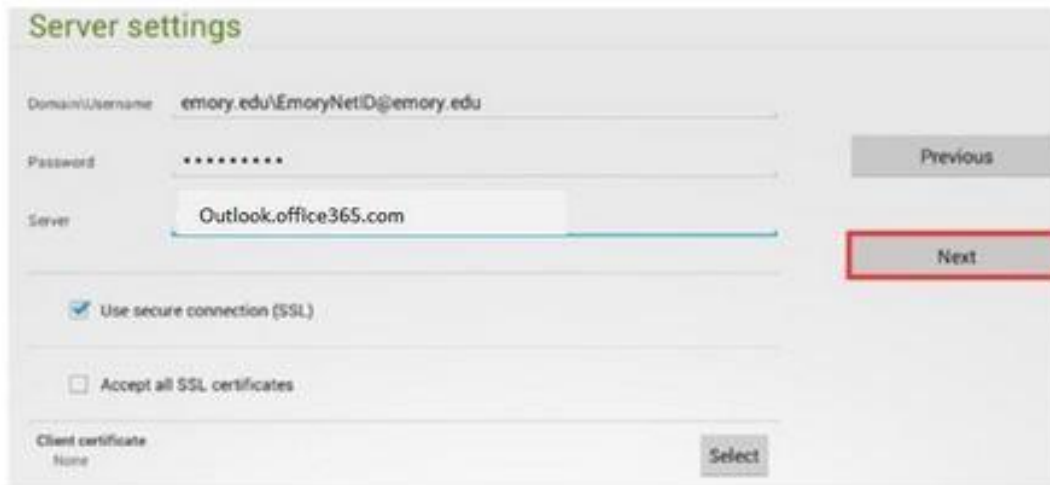
Always use your full email address for your username. And always check the server settings as the Android might try and auto-configure them incorrectly.

- 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.

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9. Tap **Next**.



Server settings

Domain/Username: emory.edu\EmoryNetID@emory.edu

Password: ••••••••

Server: Outlook.office365.com

Use secure connection (SSL)

Accept all SSL certificates

Client certificate: None

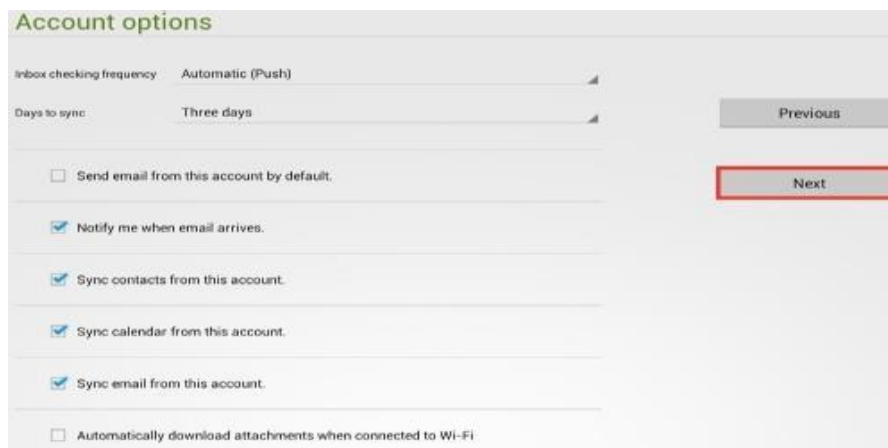
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10. Click **OK** if you get a window asking you to allow outlook.office365.com to remotely control some security features of your device.



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



Account options

Inbox checking frequency: Automatic (Push)

Days to sync: Three days

Send email from this account by default

Notify me when email arrives

Sync contacts from this account

Sync calendar from this account

Sync email from this account

Automatically download attachments when connected to Wi-Fi

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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.



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