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 Activesync.

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

6. Tap Next.
7. Choose **Exchange** as the Account Type.

![Account type](image)

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 screen](image)

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

![Remote security administration window](image)

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

![Account options screen](image)
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.

![Activate device administrator?](image)

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

![Your account is set up, and email is on its way!](image)

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