ANDROID USER SET UP

Tap **Settings > Accounts > Add account > Email**
1. Type your full email address, for example joeterrier@sfc.edu,
2. Type your password, and then tap Next.

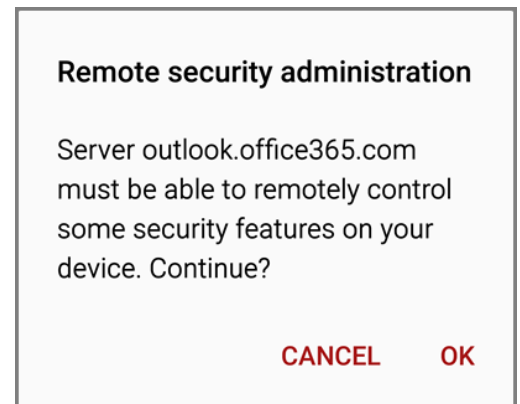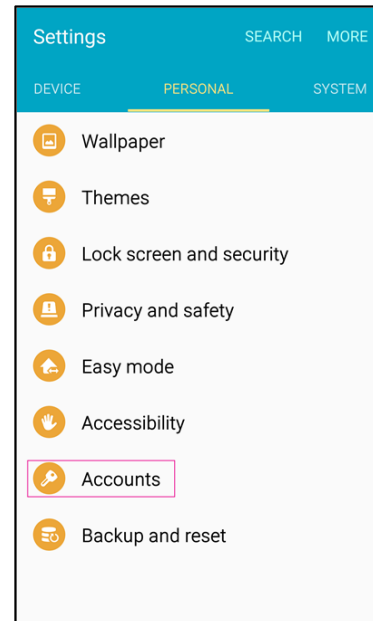3. Select the **Exchange** option.

Depending how the Office 365 administrator in your organization set up your account, you might receive a message about additional security features.

4. Once the device verifies the server settings, the **Account Options** page opens. Accept the defaults or select the options for how you want to receive and send your mail, and then tap **Next**. (You may need to scroll down to see **Next**.)
5. On the Set up email page you can change the name of your account. When you're finished tap **Done**.

   If you synced your calendar and contacts in step 4 you can go to those apps on your phone to view any items that might be there. If you synced tasks as well, you should see them in the calendar app on your device. It might take a few minutes for everything to sync.

   If your device can't connect make sure you typed your email address and password correctly and try again. If you still can't connect try setting it up manually following the steps below
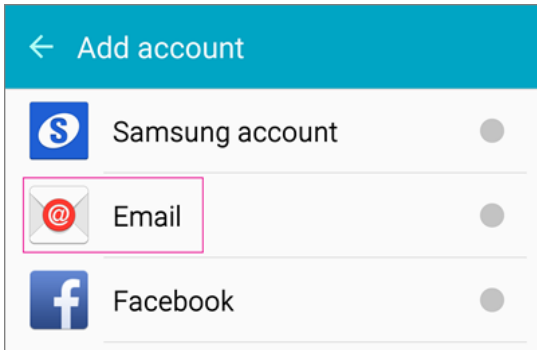
If your device can't connect make sure you typed your email address and password correctly and try again. If you still can't connect try setting it up manually following the steps below.

Manual set up

1. Tap **Settings** > **Accounts** > **Add account** > **Email**.

2. Type your full email address, for example joeterrier@sfc.edu, type your password, and then tap **Next**.
3. Select **Manual**.
4. Review the settings on the **Exchange server settings** page and update if necessary.
   - **Email**   Make sure your full email address is in this box, for example, joeterrier@sfc.edu.
   - **Domain\Username**   Type your full email address in this box, for example, joeterrier@sfc.edu.
     If **Domain** and **Username** are separate text boxes in your version of Android, leave the **Domain** box empty, and type your full email address in the **Username** box.
   - **Password**   Use the password that you use to access your account.
   - **Exchange Server**   The server name for Office 365 for business is **outlook.office365.com**.
   - Make sure the **Use secure connections (SSL)**   box is checked.