Instructions for Setting-Up an Android with Office 365

**How to Set-Up Office 365 on an Android**

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

2. Type your full email address (for example, john.doe@sjcd.edu). The password will be your network password. This is the same password used to log into SOS and a computer on-campus.

3. Tap **Exchange**.

4. If you receive the message, “Unable to connect to server”, tap **Edit details**.
5. **Type in the required information for the Exchange server settings.**
   - **Domain\Username** Type your full email address in this box, for example: *john.doe@sjcd.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 your network password. This is the same password used to log into SOS and a computer on-campus.
   - **Exchange Server** The server for Office 365 is *outlook.office365.com*
   - **Tap Next** when finished.

6. **You may receive a message about activating this application. If you do, tap OK.**

7. **Tap OK** if you see a message about remote security administration.
8. As soon as your phone verifies the server settings, the **Account Options** page displays. Select the options for how you want to receive your email, and then tap **Next**.

9. If you see an **Activate device administrator?** page, tap **Activate**.

10. Type a name for this account and the name you want displayed when you send e-mail to others.

11. Tap **Done** to complete the email setup and start using your account.

   **NOTE:** You may need to wait ten-to-fifteen minutes after you set up your account before you can send or receive e-mail.