

SETUP OFFICE 365 EMAIL ON ANDROID

After you set up your Office 365 email account, set it up on your Android device using your native email app.

1. Tap **Settings**.
2. Tap **Accounts**.
3. Tap **Add Account**.
4. Tap **Microsoft Exchange ActiveSync** or **Corporate**.
5. Enter your **Email address** and **Password**.
6. If you see a **Domain\Username** field, enter your full email address.

Note: If **Domain** and **Username** are separate fields, enter your full email address in **Username**, and leave **Domain** blank.

7. If you see a **Server** field, enter **outlook.office365.com**.
8. Tap **Next**.
9. To complete auto configuration, tap **Ok**.
10. Select the **Account options** you want to use. Selecting a longer sync period will show you more calendar information and email, and require more memory.
11. Tap **Next**.
12. Tap **Microsoft Exchange ActiveSync**, to see the display name for your email account. You can change the display name, here.
13. Tap **Next**, and you will see your inbox.

Your Office 365 email is now set up in your Android native mail app. To make sure you can send messages, compose an email and send it to yourself.