

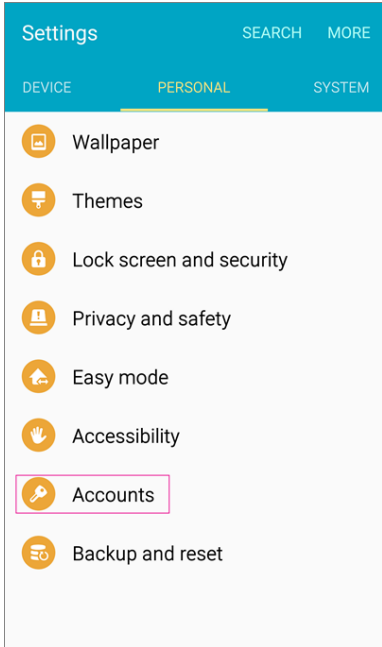


Setup O365 email on Android



Tip: The appearance of Androids can vary so use these steps as a guide or consult the manufacturer's help for your particular device.

 Use the Outlook for Android app	 Use the built-in Android mail app
<p>Note: Outlook for Android requires a device running Android 4.0 or later. App availability varies.</p> <p>By using the Outlook for Android you can access your email, calendar, and contacts from within the app rather than having to check separate apps.</p> <p>Note: You cannot access tasks from the Outlook for Android app.</p> <ol style="list-style-type: none">1. Download the Outlook for Android app from the Google Play store if you haven't installed it yet. <p>If you already have it installed, open it and then depending on your device, tap the navigation control at the bottom of your Android, or tap More > Settings > Add Account.</p> <ol style="list-style-type: none">2. Tap Office 365 if you have a work or school account in Office 365 for business.	<ol style="list-style-type: none">1. Tap Settings > Accounts > Add account > Email.  <ol style="list-style-type: none">2. Type your full email address, for example john.doe@email.kpu.ca, type your password, and then tap Next.3. Select the Exchange option.4. Depending how the Office 365 administrator in your organization set up your account, you might receive a message about additional security features. Select OK to continue.5. 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

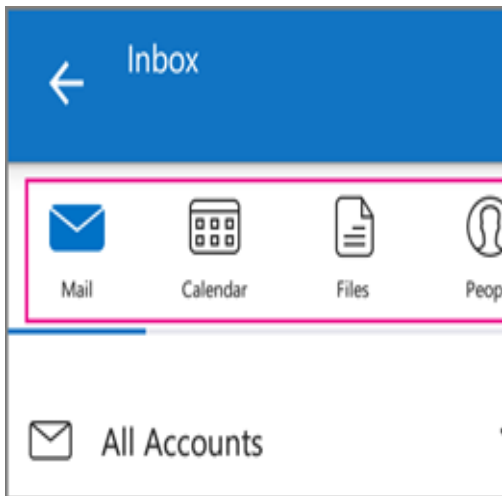


3. Enter your full email address, for example john.doe@email.kpu.ca, type your password, and then tap **Sign in**.

Note: If you previously selected Exchange to set up your account you may receive a message about security upgrades and you need to re-sign in. Follow the prompts and sign in with your full email address and password.

Outlook for Android then starts syncing the account.

4. To view your calendar, files, or contacts from the app, tap **More**



mail, and then tap **Next**. (You may need to scroll down to see **Next**.)

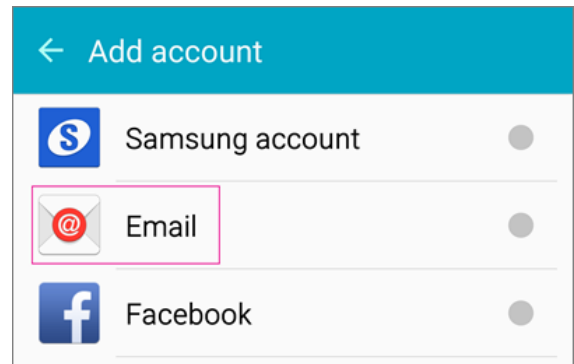
6. On the **Set up email** page you can change the name of your account. When you're finished tap **Done**.

If you synced your calendar and contacts in step 5 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.

Manual set up

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



2. Type your full email address, for example john.doe@email.kpu.ca, type your password, and then tap **Next**.
3. Select **Manual**.
4. Review the settings on the **Exchange server settings** page and update if necessary.
 - o **Email** Make sure your full email address is in this box, for example, john.doe@email.kpu.ca.

5. To learn more about using Outlook for Android, tap the navigation control at the bottom of your device, or tap **Menu > Help**.

Delete an account

1. Depending on your device, tap the navigation control at the bottom of your device, or tap **More > Settings**.
2. Tap the account you want to delete.
3. Select **Remove Account from Device and Remote**.

- **Domain\Username** Type your full email address in this box, for example, johndoe@email.kpu.ca. 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.

5. Tap **Done**.
6. Depending how the Office 365 administrator in your organization set up your account, you might receive a message about additional security features. Select **OK** or **Activate to continue**.
7. Accept the defaults or make changes for how you want your account to sync on your device. When you're finished, swipe to the bottom and tap **Next**.
8. 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 7 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.