



## Set up Office 365 on Android devices

- From the **Applications** menu, select **Email**. This application may be named **Mail or My Accounts** on some versions of Android. If it is found under My Accounts, Click on **Add an Account - Corporate**.
- Type your full email address, for example [tpalmer@newberry.k12.sc.us](mailto:tpalmer@newberry.k12.sc.us), and your password, and then select **Next**.
- If you click on Applications to add your account, please select **Exchange account**. This option may be named Exchange ActiveSync on some versions of Android.
- Enter the following account information and select **Next**.
- **Domain\Username** Type your full email address in this box. 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.
- **NOTE** On some versions of Android, you must use the domain\username format. For example, if your email address is [tpalmer@newberry.k12.sc.us](mailto:tpalmer@newberry.k12.sc.us), type `ncsd\tpalmer@newberry.k12.sc.us`. Your username is your full email address.
- **Password** - Use the password that you use to access your account.
- **Exchange Server** Type in **outlook.office365.com** for your server name. If you have the options for SSL connections and certificates, please check them. Click **Next**.
- As soon as your phone verifies the server settings, the **Account Options** screen displays. The options available depend on the version of Android on your device. The options may include the following:
- **Email checking frequency** -The default value is Automatic (push). When you select this option, email messages will be sent to your phone as they arrive. We recommend only selecting this option if you have an unlimited data plan.
- **Amount to synchronize** -This is the amount of mail you want to keep on your mobile phone. You can choose from several length options, including One day, Three days, and One week.
- **Notify me when email arrives** - If you select this option, your mobile phone will notify you when you receive a new email message.
- **Sync contacts, calendar, tasks and email from this account** - If you select each of these options, they will be synchronized between your phone and your account. Some versions require you to click Done before moving to the next step.
- Some versions require you to select **Next** and then type a name for this account and the name you want displayed when you send e- mail to others. Select **Done** to complete the email setup and start using your account. My phone (Droid RAZR) required me to give it permissions to access and make changes. You must allow the changes (Click **ACTIVATE**) in order for email to work on your phone.