


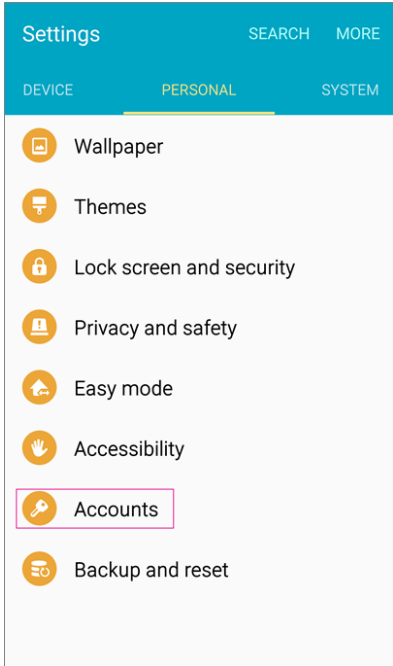



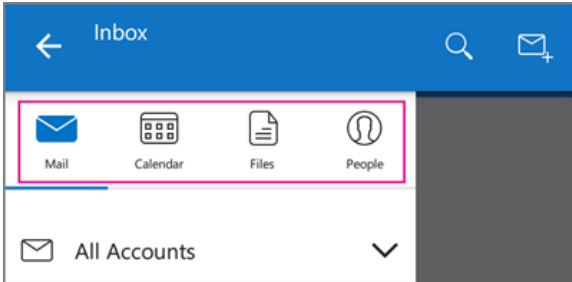
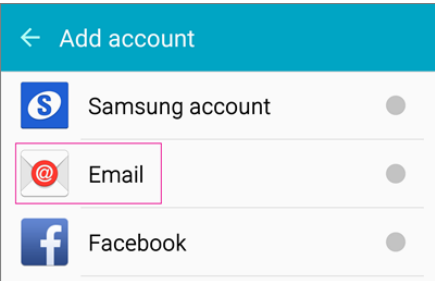




Setting up your Android Phone or Tablet for Office 365



There are two ways to setup Outlook on Android, the choice is yours.

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

 <p>Use the Outlook for Android app</p>	 <p>Use the built-in Android mail app</p>
<p>Note Outlook for Android requires a device running Android 4.0 or later. App availability varies so find out what's available in your country.</p> <p>Download the Outlook for Android app from the Google Play store if you haven't installed it yet.</p> <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">1. Tap Office 365 if you have a work or school account in Office 365 for business.  <ol style="list-style-type: none">2. Enter your full email address, for example tony@contoso.com, type your password, and then tap Sign in. <p>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.</p> <p>Outlook for Android then starts syncing the account.</p>	<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 tony@contoso.com, 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.

 <p>Use the Outlook for Android app</p>	 <p>Use the built-in Android mail app</p>
<p>3. To view your calendar, files, or contacts from the app, tap More .</p>  <p>4. To learn more about using Outlook for Android, tap the navigation control at the bottom of your device, or tap Menu > Help. Or, see Frequently asked questions about Outlook for iOS and Android.</p> <p>You can have more than one account in Outlook for Android. Select the type of account you want to add and follow those steps.</p> <p>Delete an account</p> <ol style="list-style-type: none"> Depending on your device, tap the navigation control at the bottom of your device, or tap More > Settings. Tap the account you want to delete. Select Remove Account from Device and Remote. <p style="text-align: center;">DONE</p>	<div data-bbox="938 363 1354 701" style="border: 1px solid gray; padding: 10px;"> <p>Remote security administration</p> <p>Server outlook.office365.com must be able to remotely control some security features on your device. Continue?</p> <p style="text-align: right;">CANCEL OK</p> </div> <ol style="list-style-type: none"> 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.) On the Set up email page you can change the name of your account. When you're finished tap Done. <p>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.</p> <p>Manual set up</p> <ol style="list-style-type: none"> Tap Settings > Accounts > Add account > Email.  <ol style="list-style-type: none"> Type your full email address, for example tony@contoso.com, type your password, and then tap Next. Select Manual. Review the settings on the Exchange server settings page and update if necessary.

 <p>Use the Outlook for Android app</p>	 <p>Use the built-in Android mail app</p>
	<ol style="list-style-type: none"> 5. Email Make sure your full email address is in this box, for example, tony@contoso.com. 6. Domain\Username Type your full email address in this box, for example, tony@contoso.com. 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. 7. Password Use the password that you use to access your account. 8. Exchange Server The server name for Office 365 for business is outlook.office365.com. 9. Make sure the Use secure connections (SSL) box is checked. <div data-bbox="938 867 1390 1633" style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <p>← Exchange server settings</p> <p>Email address tony@contoso.com</p> <p>Domain\username tony@contoso.com</p> <p>Password</p> <p><input type="checkbox"/> Show password</p> <p>Exchange server outlook.office365.com</p> <p><input checked="" type="checkbox"/> Use secure connection (SSL)</p> <p><input type="checkbox"/> Use client certificate</p> <p style="text-align: center;">CLIENT CERTIFICATE</p> <p style="text-align: right;">NEXT ></p> </div> <ol style="list-style-type: none"> 10. Tap Done. 11. 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.

 <p>Use the Outlook for Android app</p>	 <p>Use the built-in Android mail app</p>
	<p>Remote security administration</p> <p>Server outlook.office365.com must be able to remotely control some security features on your device. Continue?</p> <p>CANCEL OK</p> <p>12. 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.</p> <p>13. On the Set up email page you can change the name of your account. When you're finished tap Done.</p> <p>DONE</p>