

How to Configure Android for Office 365

This guide will walk you through setting up your new Office 365 account on your Android device.



Navigate to the settings menu. Once there go to the "**Email**" menu. If there is no email menu, go to "Add Account" then "Email".





Click on the plus sign to add a new email account.





Choose an account to set up





Done with accounts

Select "Others".



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You can configure email for most accounts in a few steps.

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Password									
Show password									
Send email from this account by default									
Manual setup					Next				
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Enter in your 365 account info (email address/password). After, select Next.





What type of account?



Select "Microsoft Exchange ActiveSync".





When prompted select "OK".



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< <a>Account options						
2 weeks						
Send email from this account by default						
Notify me when email arrives						
Sync Email						
Sync Contacts						
Sync Calendar						
Sync Task						
Sync SMS						
Automatically download attachments when connected to Wi- Fi						
Next						

Select Next. The Default options are preferred. If desired, they can be changed later on.





Select Activate.





Your account is set up, and email is on its way!

Give this account a name (Optional) ie: CVUSD, Exchange or Outlook



Enter the name for the account which will be displayed in the drop down menu. Afterward, select **Next**.



Congratulations!



You are done setting up your Microsoft Office 365 account for your Android device. To access emails select the **"Email"** app shown above.