

IP WORKS



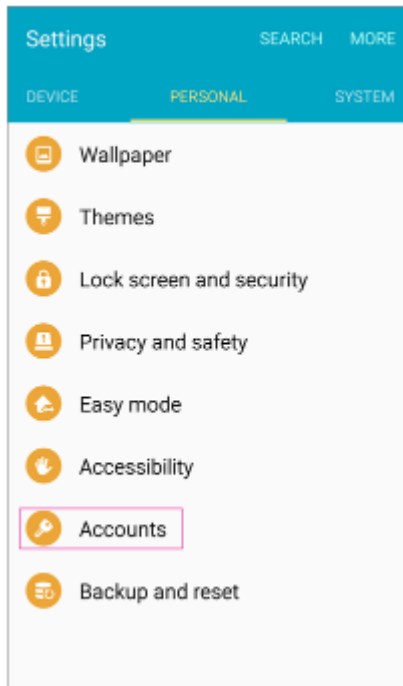
How-To Guide

Setup Office 365 email on Android Phone and Tablet

Configure Office 365 E-mail for Android

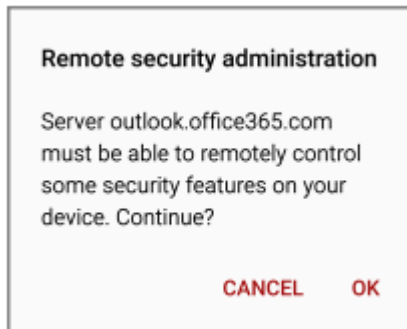
Samsung Devices

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



2. Type your full email address, for example **john@yourdomainname.com.au**, then type your **password**, and then tap **Next**
3. Select **Exchange** option.

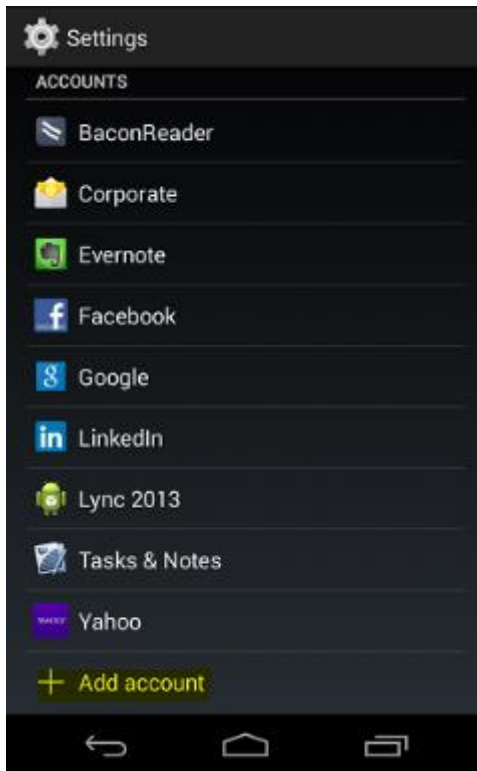
- Depending how the Office 365 administrator in your organization set up your account, you might receive a message about additional security features. Select **OK** to continue



- 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**

Base version Android

1. Tap **Settings**
2. Tap **Accounts**
3. Tap + **Add Account**



4. Tap **Microsoft Exchange ActiveSync**
5. Enter your **Email Address** and **Password**

6. If you see a **Domain\Username** field, enter your full email address, for example john@yourdomainname.com.au

Account setup

Domain\Username
john@somedomain.com.au

Password
.....

Server
outlook.office365.com

Use secure connection (SSL)
 Accept all SSL certificates

Client certificate
None Select

Port
443

Mobile Device ID
.....

Previous Next

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

7. If you see a server field, enter **outlook.office365.com**
8. Tap **Next** and **Next** until you see your **Inbox**.