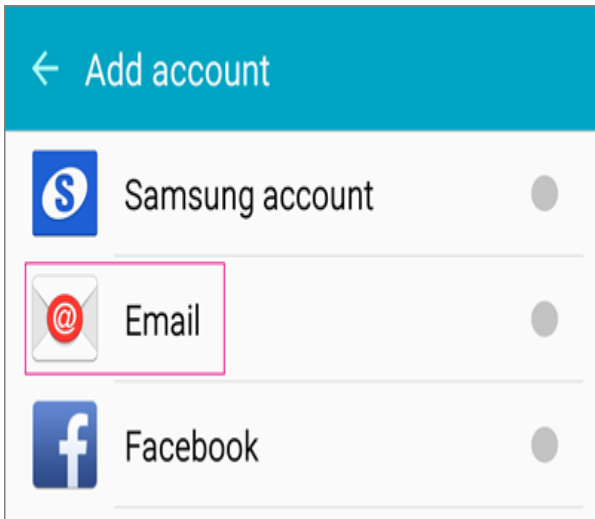
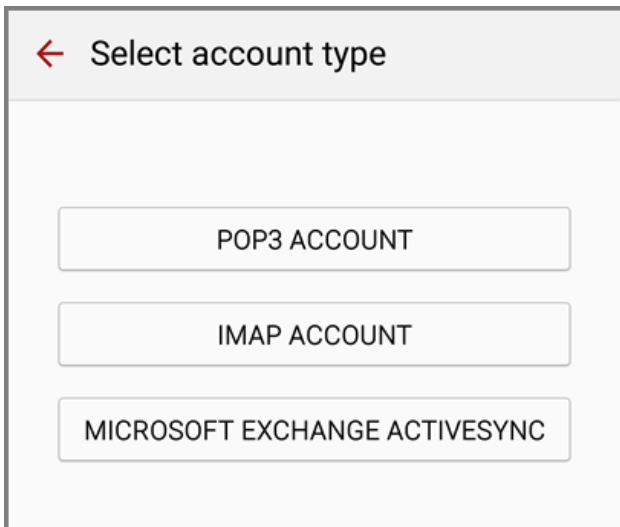


## Android Phone/Tablet Manual set up

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



2. Type your full email address, for example [JDoe@District130.org](mailto:JDoe@District130.org), type your password, and then tap **Next**.
3. Select **Manual**.
4. It will ask you what type of Account select **Microsoft Exchange Activesync**



5. 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 [JDoe@District130.org](mailto:JDoe@District130.org).
  - o **Domain\Username** There is no **Domain** just type your full email address in this box, for [JDoe@District130.org](mailto:JDoe@District130.org).
  - o **Password** Use the password that you use to access your account.
  - o **Exchange Server** The server name for Office 365 for business is **outlook.office365.com**.
  - o Make sure the **Use secure connections (SSL)** box is checked.
  - o Click on Next

← Exchange server settings

Email address  
JDoe@District130.org

Domain\username  
JDoe@District130.org

Password  
.....

Show password

Exchange server  
outlook.office365.com

Use secure connection (SSL)

Use client certificate

CLIENT CERTIFICATE

NEXT >

6. On the **Sync Settings** page, select the options for how you want to receive your mail, and if you also want to sync your calendar and contacts, and tasks, and then tap **Next**.

← Sync settings

Period to sync Email  
3 days ▾

Sync schedule  
Auto (when received) ▾

Emails retrieval size  
50 KB ▾

Period to sync Calendar  
2 weeks ▾

Notify me when email arrives

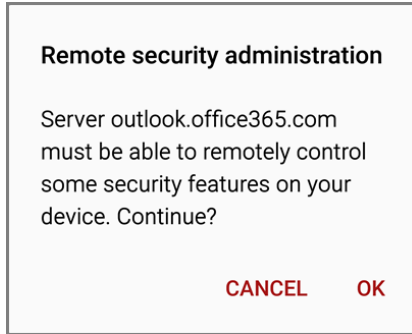
Sync Contacts

Sync Calendar

NEXT >

7. Give the account a name, and tap **Done**.

- 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.



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