

Configure Office 365 on Android

Introduction

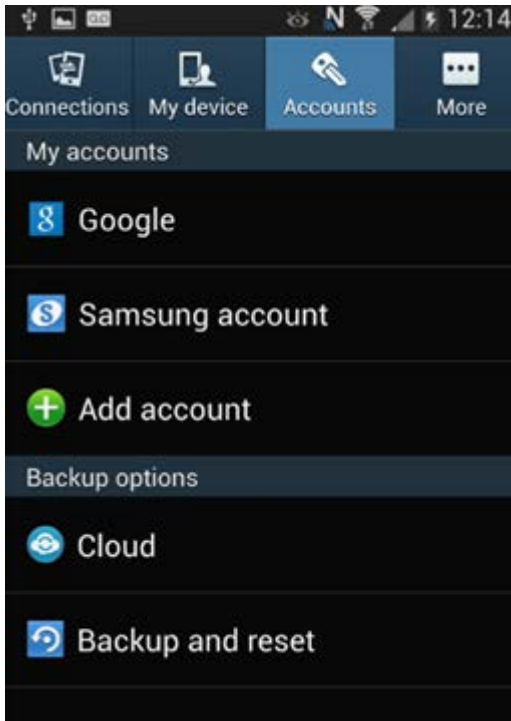
These instructions cover how to configure your Android device to receive your MSMU email using Office 365.

Configuration

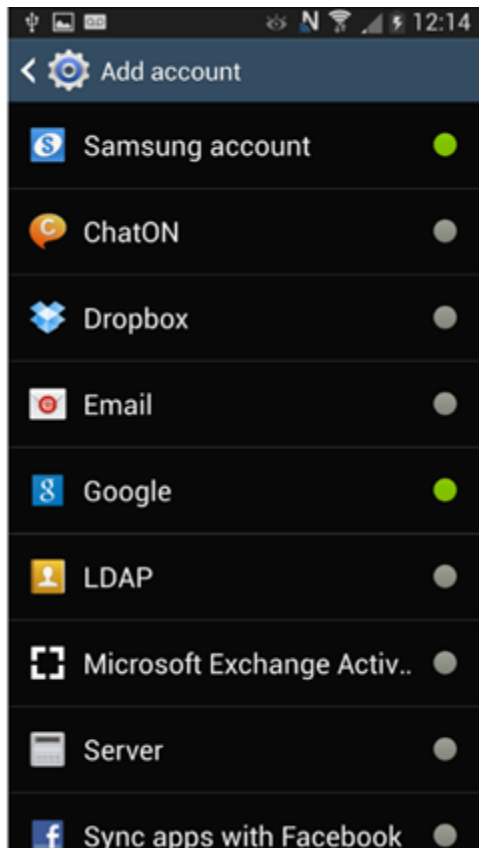
1. Click on **Settings** on your phone



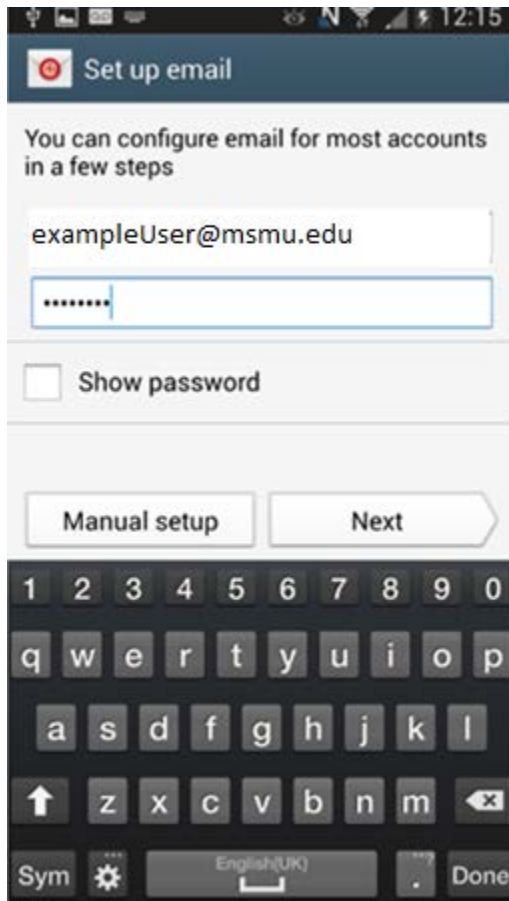
2. Click **Accounts | Add Account**



3. *The Add Account screen will appear.* Click on **Microsoft Exchange Activesync~**



4. The Email setup screen will appear. Enter your **MSMU email** and **MSMU password** then click **Manual setup**.



5. Make sure the domain is in the format **exampleuser@msmu.edu** where your MSMU username is your MSMU username e.g. warm1
Change the **Exchange server** to **outlook.office365.com**
Click **Next**

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< Exchange server settings

Email address
exampleuser@msmu.edu

Domain\user name
exampleuser@msmu.edu

Password

Exchange server
outlook.office365.com

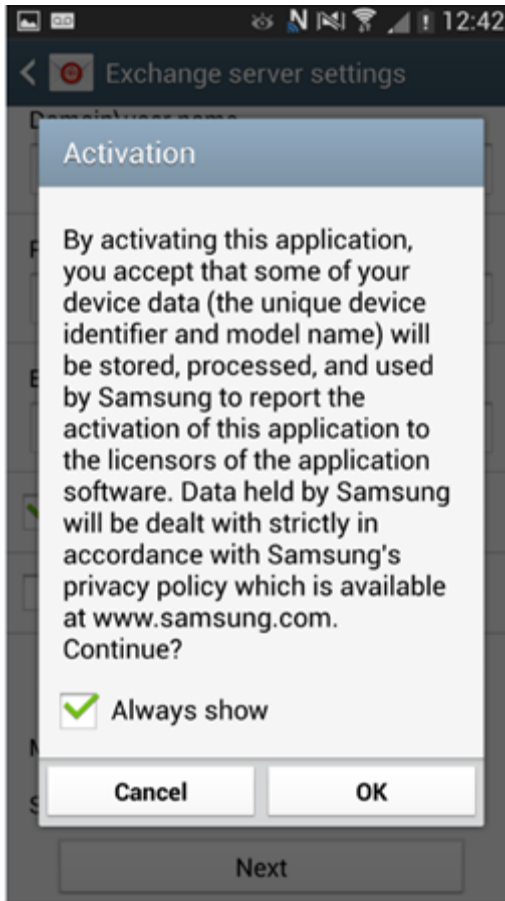
Use secure connection (SSL)

Use client certificate

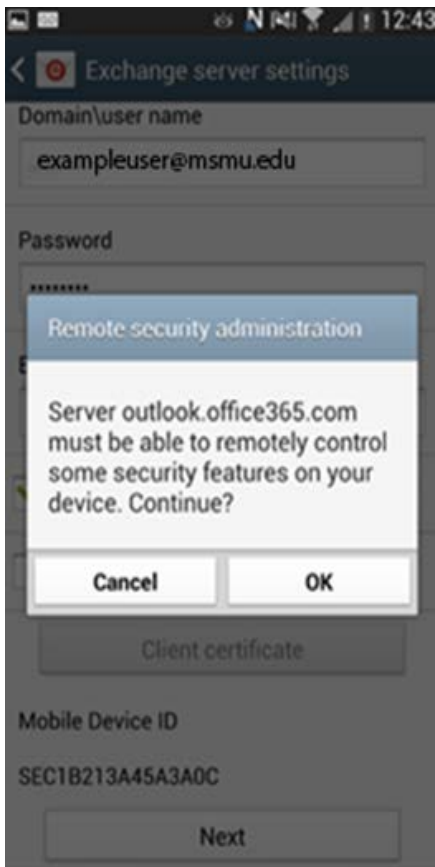
Client certificate

Mobile Device ID

6. The following screen will appear. Click **OK**



7. On the next screen, click **OK**



8. *The following screen will appear.* Click **OK**

< Account options

Period to sync Email

Automatic

Sync schedule

Push

Peak schedule

Push

Emails retrieval size

50 KB

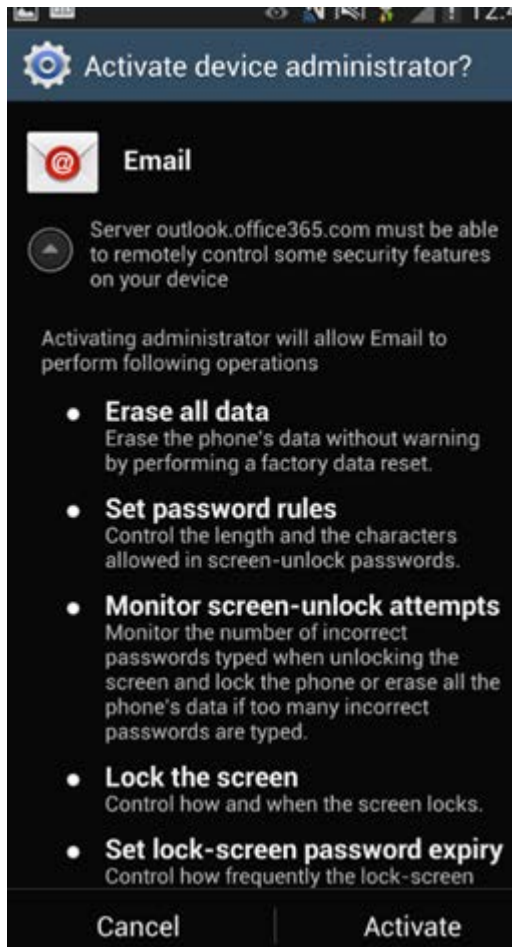
Period to sync Calendar

2 weeks

Notify me when email arrives

Sync Email

9. The following screen will appear. Click **Activate**.



10. Setup will be complete. Click **Done**. Your MSMU email will be added to your inbox.

