

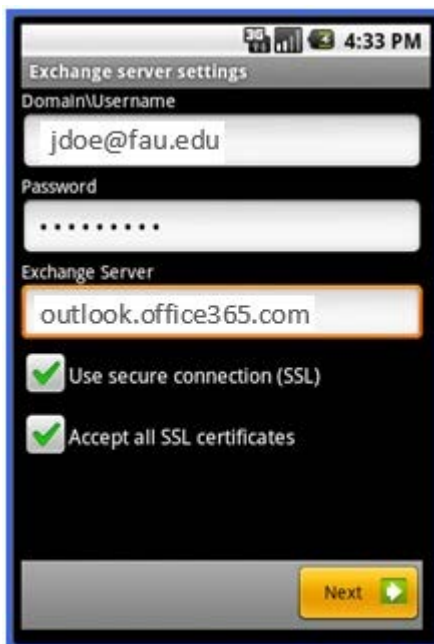
To setup Office 365 on your Android device:

1. Tap **Settings > Accounts > Add account > Exchange Active Sync**



2. For Domain\Username field type your full email address, for example **FAUNetID@fau.edu**, and your password, and for Exchange Server type **outlook.office365.com** then tap **Next**

**** Note:** If Domain and **Username** are separate text boxes in your version of Android, leave the **Domain** box empty and type your full e-mail address in the **Username** box.



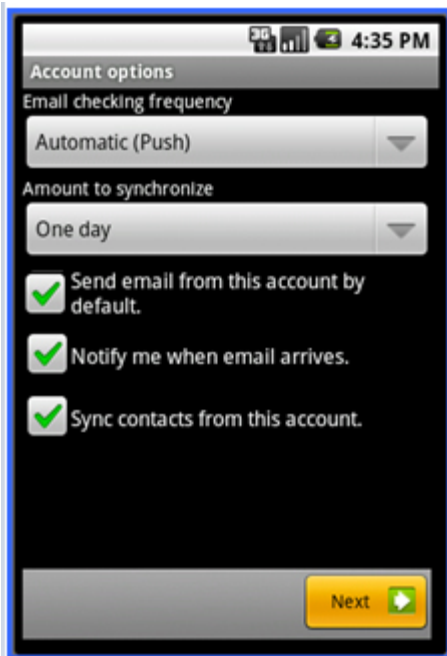
3. As soon as your phone verifies the server settings, the **Account Options** screen displays. The options available depend on the version of Android on your device. The options may include the following:

Email checking frequency: The default value is Automatic (push). E-mail messages will be sent to your phone as they arrive.

Amount to synchronize: This is the amount of mail kept on your mobile phone. Choose from several length options: One day, Three days, and One week.

Notify me when email arrives: Your mobile phone will notify you when you receive a new e-mail message.

Sync contacts from this account: Your contacts will be synchronized between your phone and your account.



4. Select **Next** and then type a name for this account and the name you want displayed when you send e-mail to others.

Select **Done** to complete the e-mail setup and start using your account.

