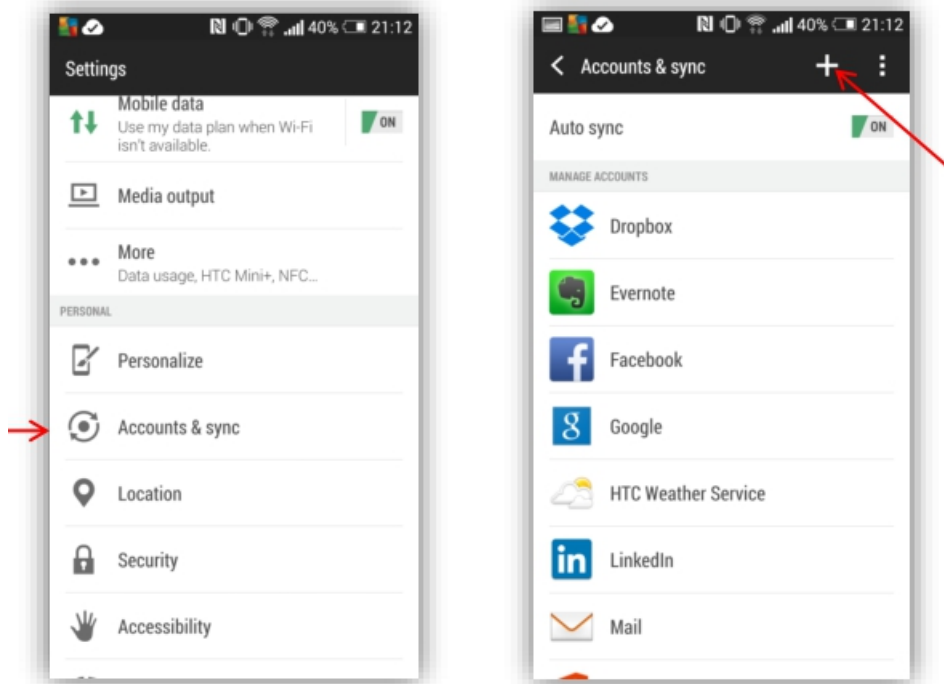


# Setting Up Your Office 365 Mail on an Android Phone

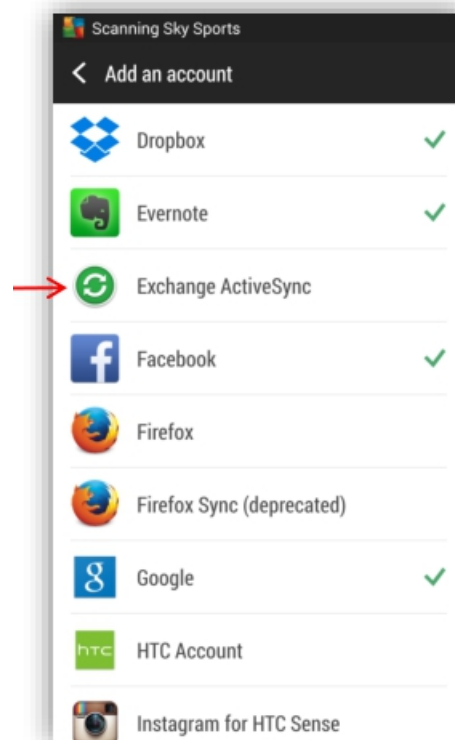
**NB: Based on HTC One, other Android phones (Samsung)/OSs will have similar methods.**

- 1) On your device open up Settings.
- 2) Then tap on Accounts & sync

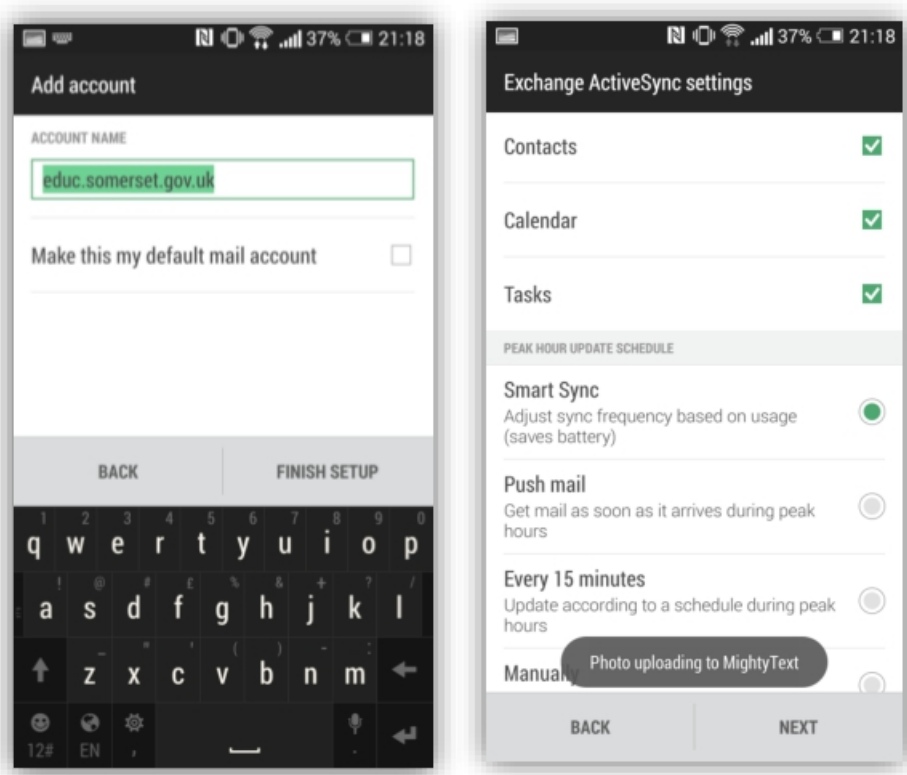


3) (above) Then click on + to add an account

4) Select Exchange ActiveSync:



5) Enter the email address and the password. A screen like the one below will be shown. Select the services you wish to appear.



5.1) You might like to toggle off the push email to save battery.

6) Give the account a name.

6.1) Once added as an account you might like to add it to a mail app.

If you need to know server settings then it is: [outlook.office365.com](http://outlook.office365.com)

Username is your full email address / username

Password is the one you created for yourself when you first logged in NOT the temporary one given to you.