

Office 365 Android: Set up email

There are many different versions of Android. We document the base version released by Google, so your device might have a slightly different set of fields.

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.

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

7. If you see a **Server** field, enter **outlook.office365.com**.
8. Tap **Next**.
9. To complete auto configuration, tap **Ok**.
10. Select the **Account options** you want to use. Selecting a longer sync period will show you more calendar information and email, and require more memory.
11. Tap **Next**.
12. Tap **Microsoft Exchange ActiveSync**, to see the display name for your email account. You can change the display name, here.
13. Tap **Next**, and you will see your inbox.

Done