LU O365 FACULTY AND STAFF ROLLOUT

Set up Exchange email on an Android Tablet

1. To set up your O365 Account Select **Settings** > **Personal** > **Accounts and sync**.

2. In the upper right hand corner Select **+Add Account > More Accounts >** select **Microsoft Exchange Active Sync**.

3. Type the information requested in the **Email Address**, and **Password** boxes. You need to type your full email address in the **Email** box (for example, user@lander.edu).

4. Select **Manual Setup** in the upper right hand corner of the screen.

5. You'll need to manually enter the User and Exchange Server name. The user name should be the full email address proceeded by a "****" (for example, \user@lander.edu).To connect to your Office 365 email.

6. In the **Exchange Server** box, use **outlook.office365.com** for your server name.

7. When prompted with "Server must be able to remotely control some security features…" Select **OK.**

8. Adjust **Account options** as needed and Select **Next.**

9. When prompted with "Activate device administrator?" Select **Activate.**