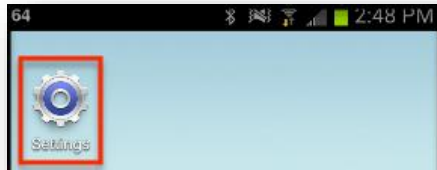


These instructions are for configuring your Android phone for Office 365 using an ActiveSync connection. This will allow you to access your Office 365 email, as well as synchronize your Android contacts and calendar with your Office 365 contacts and calendar.

## Removing Your Old Exchange Account

1. In the **System Settings**, scroll down to **Accounts** and select the entry for **Exchange**. It may be listed as **Outlook, Work, or Corporate**.



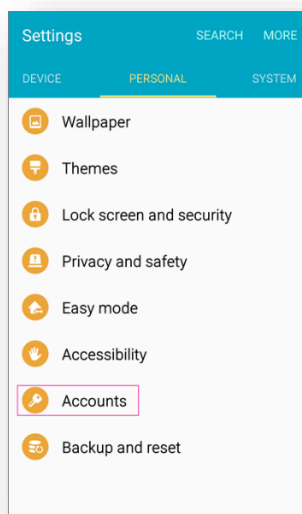
2. Select your former **Exchange** account, then select **Remove account** at the bottom of the menu, or select the trash can icon, then the email account. Tap **OK** to confirm.



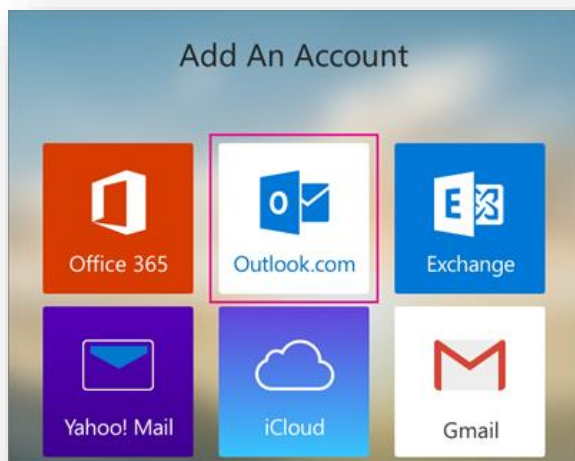
## Adding Your New Office 365 Account

### Autodiscover Method:

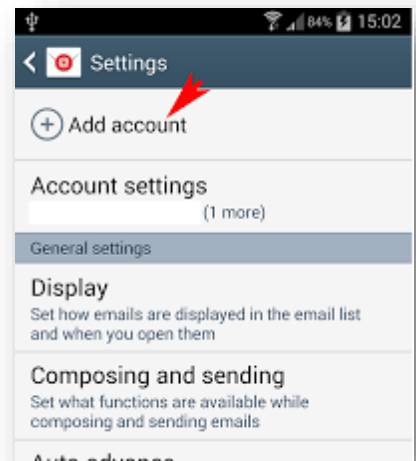
1. In **System Settings**, under **Accounts**, select **+Add Account**.



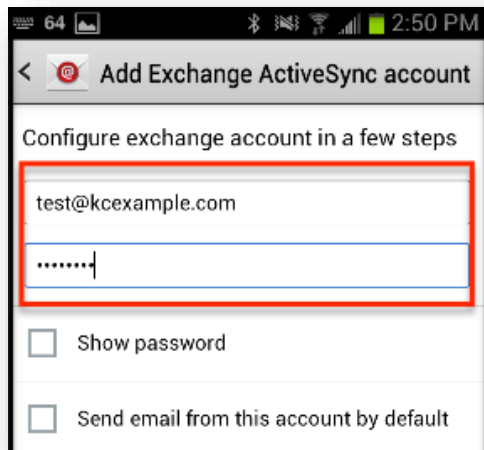
2. Select the option for Exchange. It may be listed as **Outlook, Work, or Corporate**.



or



3. Configure your Exchange account in the provided fields.



- **Email Address:** Your email address (e.g., joe.user@southwest.tn.edu)
- **Password:** Your Southwest TN password

4. Your Android phone will try to set up your email account automatically.

**Note:** If you experience problems, try it twice, in case there was a mistype. Give autodiscover a chance to work.

## Manual Method:

Email accounts

Select an existing account or add a new one in a few simple steps.

Select existing account ▼

Enter sign-in details

example@outlook.com

.....

Show password

MANUAL SETUP      NEXT >

1. Enter the manual setup option, available on most devices. Use the following settings:

**Email address:** Your email address

**Server address:** outlook.office365.com

**Domain:** Leave blank or TECHNET\youremail@southwest.tn.edu

**Username:** Your email address

**Password:** Your password

2. Enable/check the option for **this server requires an encrypted SSL connection**.

← Exchange server settings

Email address  
<someone>@outlook.com

Domain\username  
<someone>@outlook.com

Password  
.....

Show password

Exchange server  
s.outlook.com

Use secure connection (SSL)

Use client certificate

CLIENT CERTIFICATE

NEXT >

3. Tap **Next** and choose which items you would like to synchronize, then select **Done**.

4. Finally, you may be prompted to choose a name for the account you have just added.

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**Note:** If you experience problems, try this twice, in case there was a mistype. If the autodiscover or manual method does not work, try rebooting the device.

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