Set up email using the Android built in mail app

1. Tap **Settings > Accounts > Add account > Email.**

2. Type your full email address, for example <tony>@calu.edu, type your password, and then tap **Next.**

   **Note:** If it fails to authenticate, skip to the manual setup directions below.

3. Select the **Exchange** option.

4. Depending how the Office 365 administrator in your organization set up your account, you might receive a message about additional security features. Select **OK** to continue.

   **Remote security administration**
   Server outlook.office365.com must be able to remotely control some security features on your device. Continue?

   ![Remote security administration dialog box](image)
5. Once the device verifies the server settings, the Account Options page opens. Accept the defaults or select the options for how you want to receive and send your mail, and then tap Next. (You may need to scroll down to see Next.)

6. On the Set up email page you can change the name of your account. When you’re finished tap Done.

If your device can’t connect make sure you typed your email address and password correctly and try again. If you still can’t connect try setting it up manually following the steps below.

**Manual set up**

1. Tap Settings > Accounts > Add account > Email.

2. Type your full email address, for example <tony>@calu.edu, type your password, and then tap Next.


4. Review the settings on the Exchange server settings page and update if necessary.
   - **Email** Make sure your full email address is in this box, for example, <tony>@calu.edu.
   - **Domain\Username** If Domain and Username are separate text boxes in your version of Android, leave the Domain box empty, and type your full email address in the Username box.
   - **Password** Use the password that you use to access your account.
   - **Exchange Server** The server name for Office 365 for business is outlook.office365.com.
   - **Make sure the Use secure connections (SSL) box is checked.**

5. Tap Done.

6. Depending how the Office 365 administrator in your organization set up your account, you might receive a message about additional security features. Select OK or Activate to continue.
7. Accept the defaults or make changes for how you want your account to sync on your device. When you're finished, swipe to the bottom and tap **Next**.

8. On the **Set up email** page you can change the name of your account. When you're finished tap **Done**.