To setup **Office 365** on your Android phone:

1. Open the **Settings** menu.
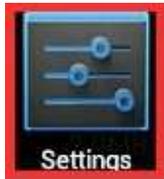
2. Tap **Accounts & Sync**.
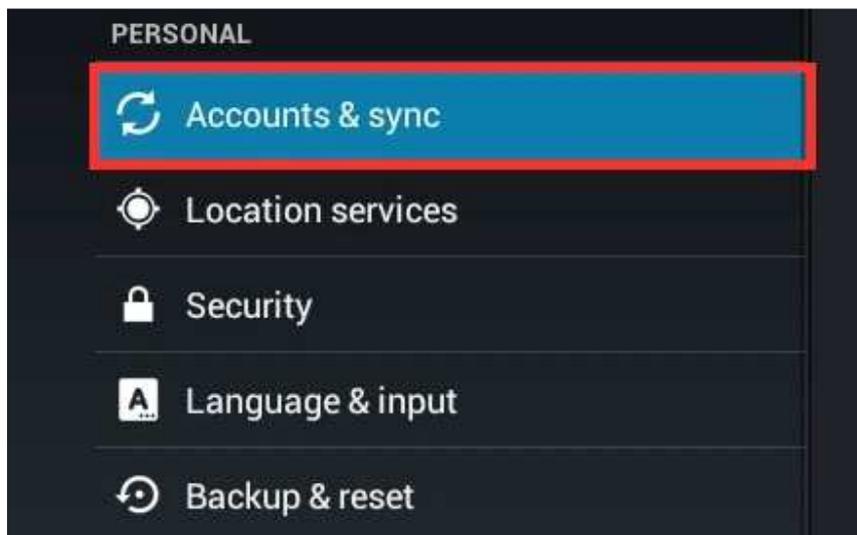
3. Tap **ADD ACCOUNT**.

4. Choose to add an **Email** account. On some devices this option will be named **Exchange Activesync**.

5. Enter your SWU email address followed by your SWU password.

6. Tap **Next**.
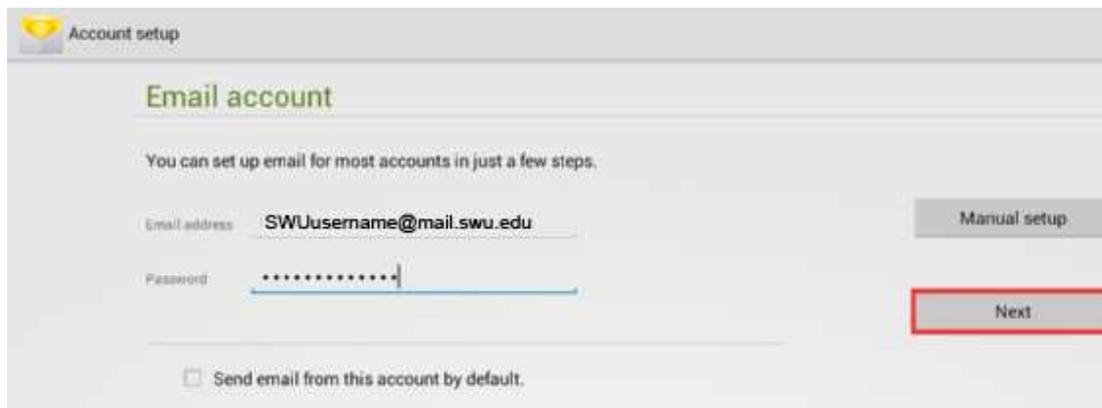
7. Choose **Exchange** as the Account Type.
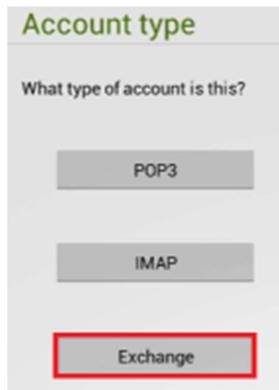
8. Enter the information below:

IMPORTANT NOTE: This information will be the same across all devices, but could be used in various combinations with the different versions of Android. For instance, you might be asked to enter domain\username together or separately, which would be either SWU\SWUusername@mail.swu.edu OR Domain: SWU username: SWUusername@mail.swu.edu depending on your Android version.

Always use your full email address for your username. And always check the server settings as the Android might try and auto-configure them incorrectly.

a. Email Address: SWUusername@mail.swu.edu

c. Server Address: m.outloook.com

b. Domain: SWU or swu.edu **(you might have to try both depending on the version of Android)**

d. Username: SWUusername@mail.swu.edu (NOTE, you must use the full address)

e. Password: <your SWU password>

d. Make sure the box for **Use secure connection (SSL)** is checked.

9. Tap **Next**.

Server settings

Domain\Username	SWU\ SWUusername@mail.swu.edu
Password	·········
Server	m.outlook.com

☑ Use secure connection (SSL)

☐ Accept all SSL certificates

Client certificate
None   **Select**

Previous

Next
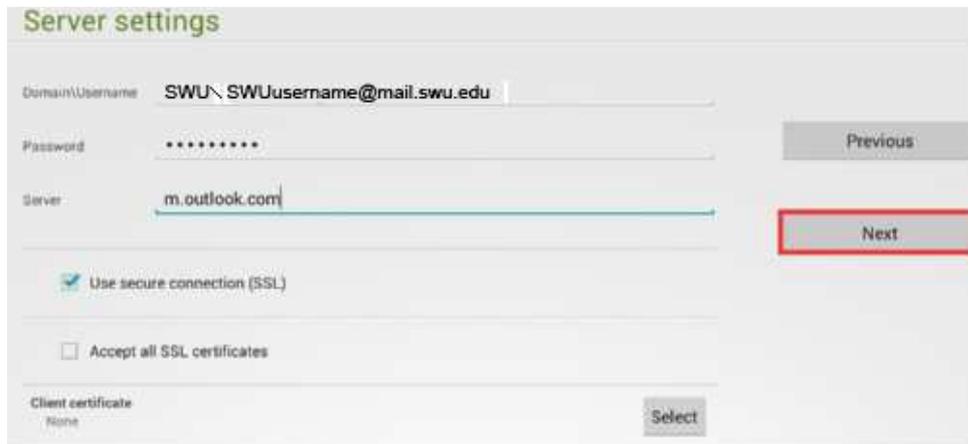
10. Click **OK** if you get a window asking you to allow m.outlook.com to remotely control some security features of your device.

⚠ Remote security administration

The server m.outlook.com requires that you allow it to remotely control some security features of your Android device. Do you want to finish setting up this account?

Cancel   OK
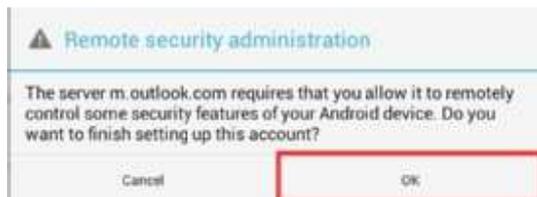
11. Depending on your personal preferences, you can leave most selections in the Account options windows as their defaults. Tap **Next**.

Account options

Inbox checking frequency	Automatic (Push)
Days to sync	Three days

☐ Send email from this account by default.

☑ Notify me when email arrives.

☑ Sync contacts from this account.

☑ Sync calendar from this account.

☑ Sync email from this account.

☐ Automatically download attachments when connected to Wi-Fi

Previous

Next
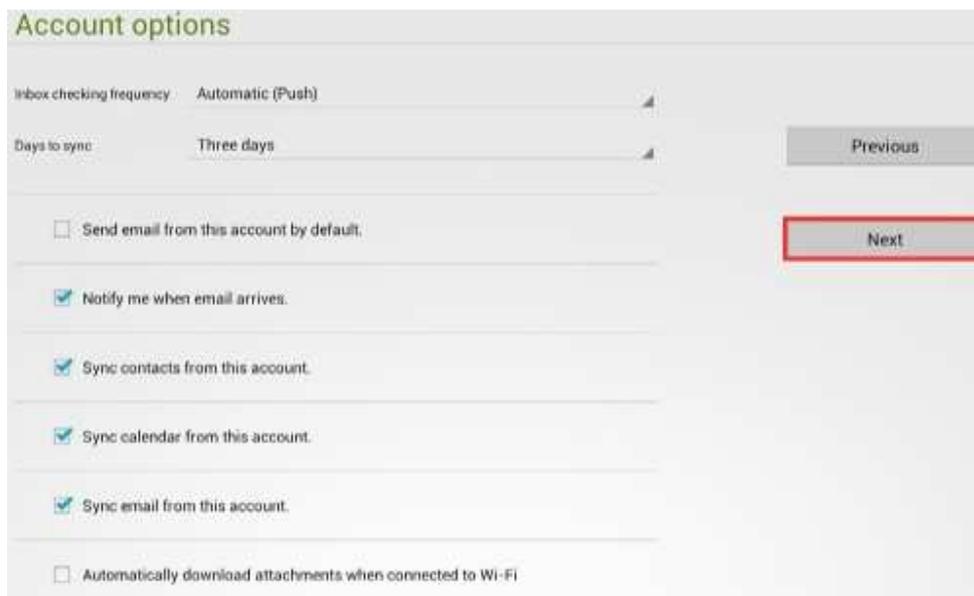
12. In the **Activate device administrator?** window, tap **Activate**. This is a security feature that will allow you to remotely wipe your device from the web interface if it is stolen or lost.

13. If prompted, you may give your account a name to easily recognize it. One easy option would be SWU Email.
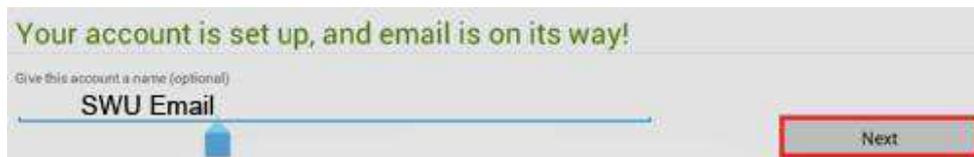
Your device is now connected to your Office 365 account and will allow you to pull e-mail and calendar information from the cloud.