Configuring your Android device for Office 365

Android has many variants, and thus the setup is different depending on the model of phone and version of Android.

Below is a walkthrough of adding an account to a Samsung Galaxy S2

1. From the Home Screen – go to Settings

2. Select Accounts and sync
3. Choose Microsoft Exchange
   Exchange Activesync

4a. Enter your email address and password

4b. Then select Manual setup
5. You will be presented with a screen as below; the **information is incorrect and needs to be changed**

6. Change Domain/username to email address
   Change server name to outlook.office365.com
7. Once complete – select Next – you will be presented with an activation screen.

8. Once you have read the details and you agree, select OK, and it will verify the account.

9. You will be presented with Remote Security Administration authorization, if you agree - select OK.

10. You then have the option of configuring the details of the sync to suit your purposes.

NB. Please be aware that if you have a limited data plan with your phone service provider, you may wish to select an option other than “Push”.
11. Once complete Select Next and Activate

12. Give your account a name and select Done

For other Android devices the settings you may need are as follows:

- **Email address:** your @city.ac.uk address
- **Password:** your City University Computer password
- **Server:** outlook.office365.com
- **Username:** your @city.ac.uk address
- **Domain:** if a separate field leave blank
- **Domain\Username:** use your email address