

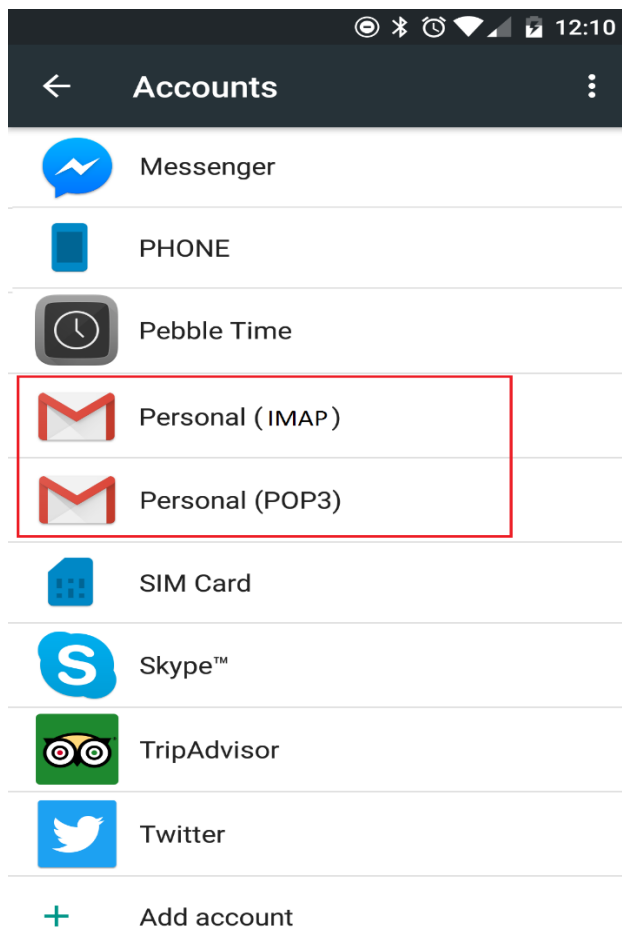
Making Changes to Existing Exchange and Office 365 for Android

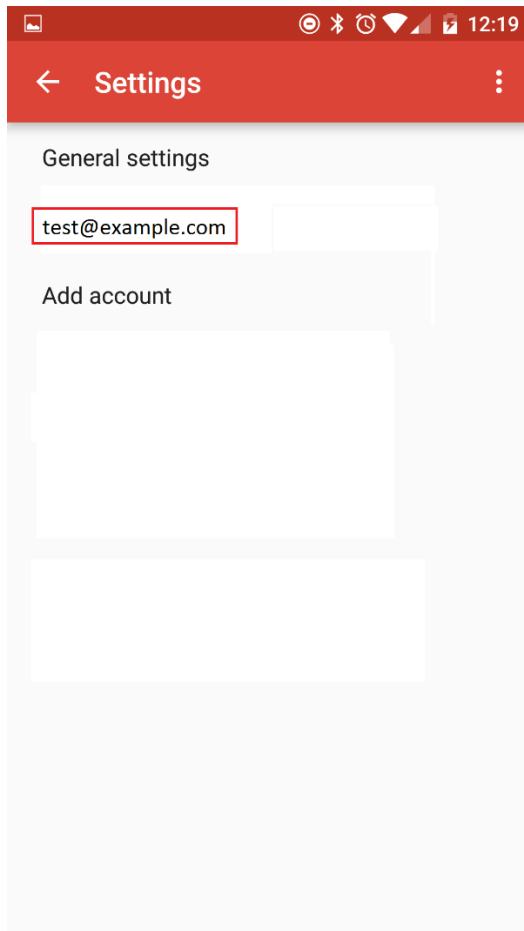
Version 1.0

Making changes to an existing account

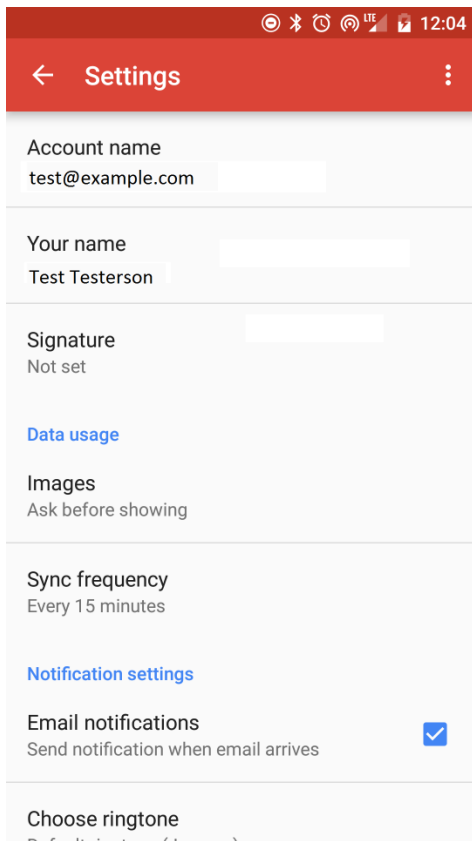
Using the default Mail app

1. From the Applications menu, select Email. This application may be named Mail on some versions of Android
2. Press the menu key and pick Settings then Account Settings
3. Select the account that you wish to change and then scroll down and select More Settings.





4. Scroll down again to change your Incoming Settings and Outgoing Settings



Incoming Mail Server

Email Address: Type your email address, for example test@example.com

User Name: Type your email address, for example test@example.com

Password: Your email password

Server Name: outlook.office365.com

Security Type: SSL

Port: 995

← Incoming server settings

Email address

test@example.com

User name

test@example.com

Password

.....

☐ Show password

POP3 server

outlook.office365.com

Security type

Port

993

Delete email from server

..

NEXT >

Outgoing Mail Server

Server Name: outlook.office365.com

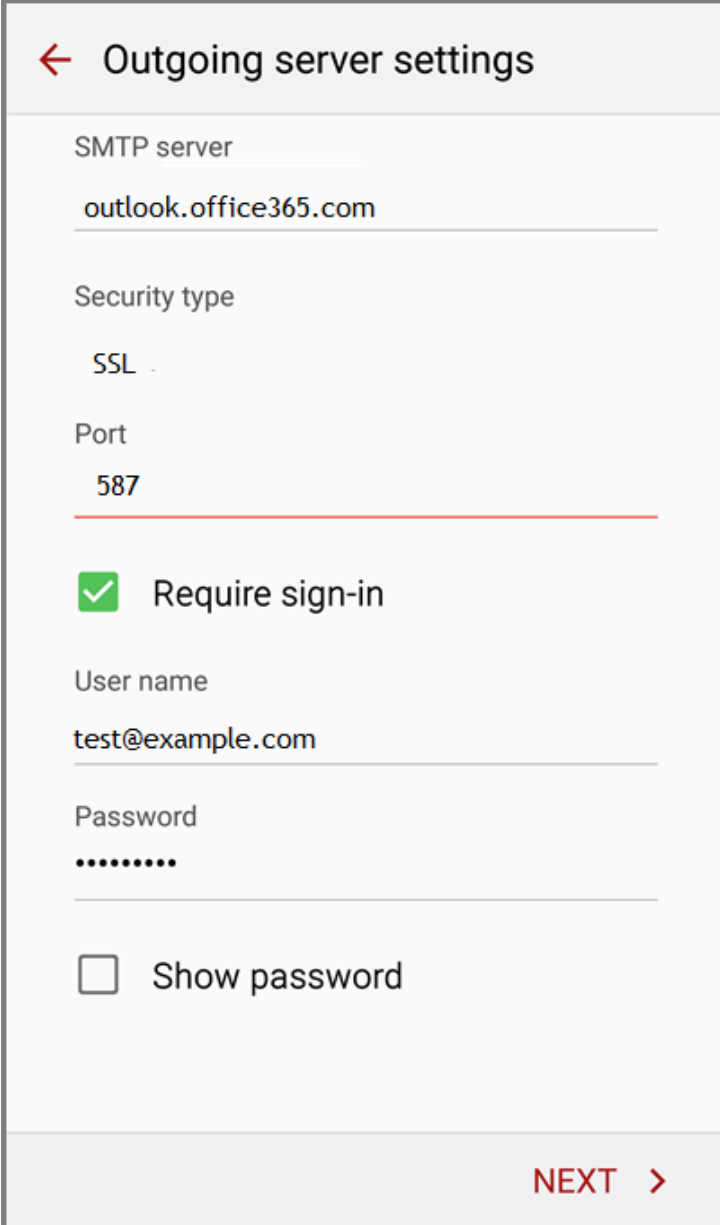
Security Type: SSL

Port: 995

Require sign-in: On

Email Address: Type your email address, for example test@example.com

Password: Your email password



← Outgoing server settings

SMTP server
outlook.office365.com

Security type
SSL

Port
587

☒ Require sign-in

User name
test@example.com

Password
.....

☐ Show password

NEXT >

4. In Account name type a name for this account and the name you want displayed when you send e-mail to others.
5. Tap Done.