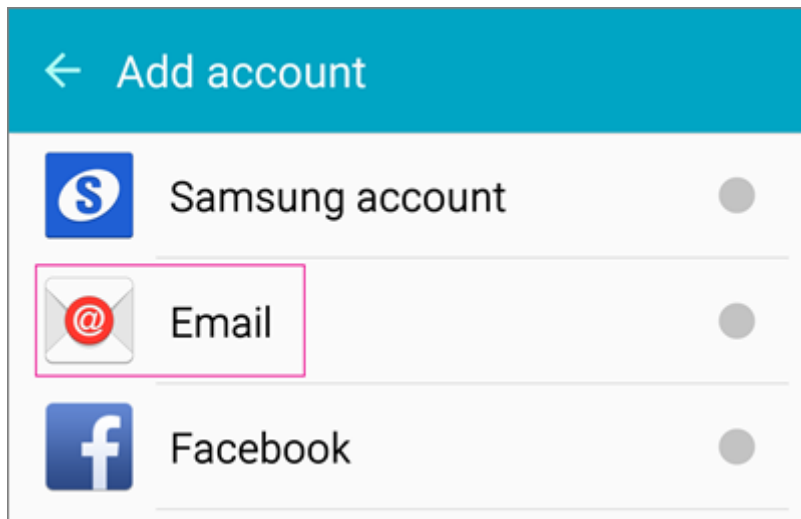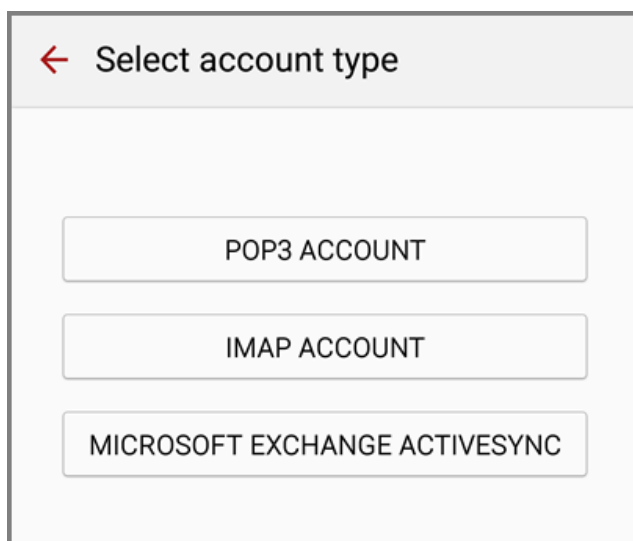Setup Exchange and Office 365 for Android

Version 1.0

This tutorial will guide you through configuring Office 365 on Android devices. **Note:** Users with the Simple Email package cannot use the Outlook app as it is IMAP only.

Using the default Mail app

1. From the Applications menu, select Email. This application may be named Mail on some versions of Android.

2. Type your full email address, for example test@example.com, and your password, and then select Manual.
3. Depending on the type of account you're setting up, select IMAP or POP (Simple Email packages can only select POP)

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

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
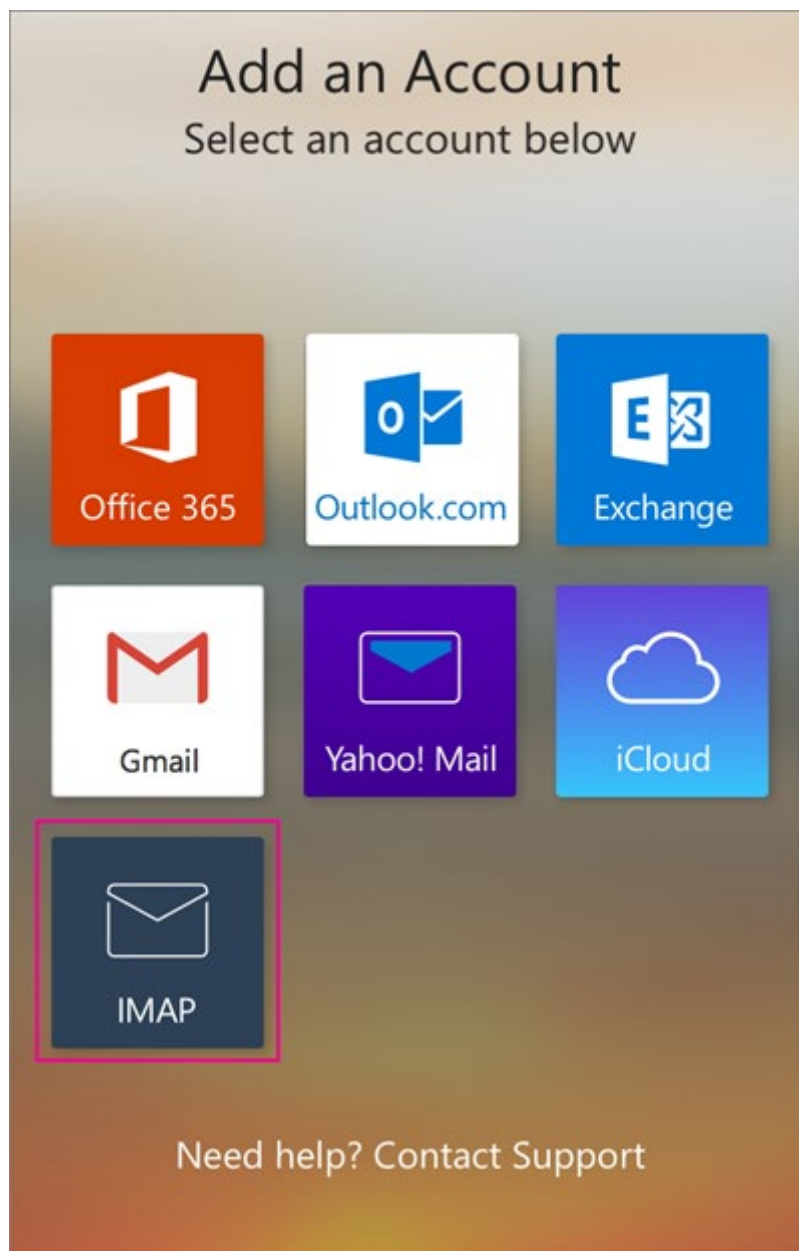**Password:** Your email password

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.

Using the Outlook App
Simple Email users cannot use the Outlook app as it is IMAP only, you will need to use the default Mail app.

1. Open the app, then tap More > Settings > Add Account.
2. Tap IMAP

3. Type your full email address, for example test@example.com, type your password, and then tap Next.

Note: If you get a time-out message, your email address or password might be incorrect.