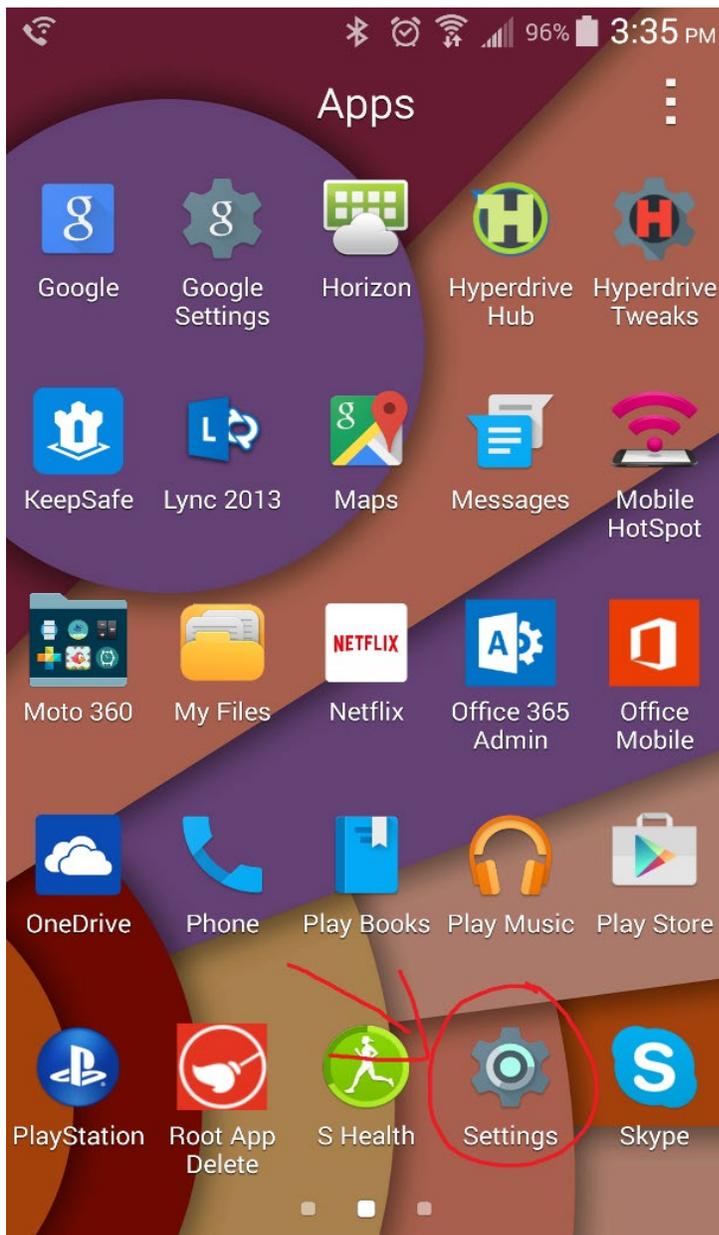


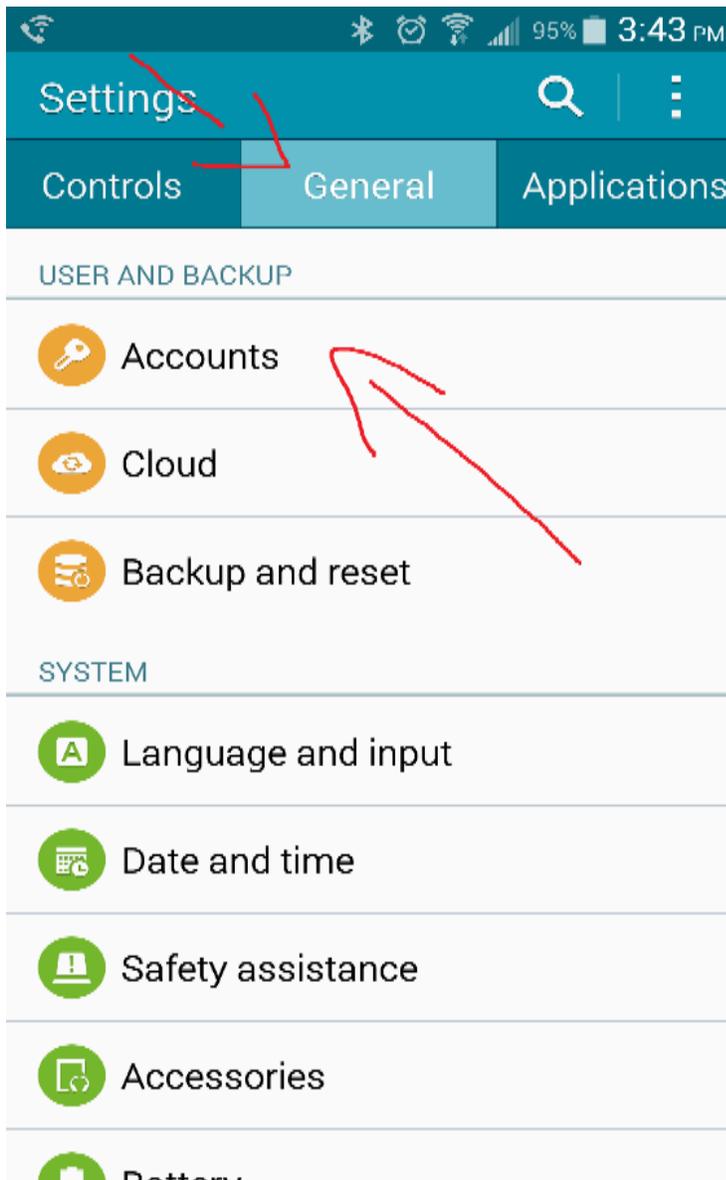
# How to add your new office 365 email to your android phone

\* Before starting please turn off the WiFi on your phone off if you're on the school districts WiFi, as you will need to complete these steps through cellular service.

**Step 1.)** Navigate to your **settings** app (note different android phones have different icons for their settings app, yours might not look like the one shown in the picture).

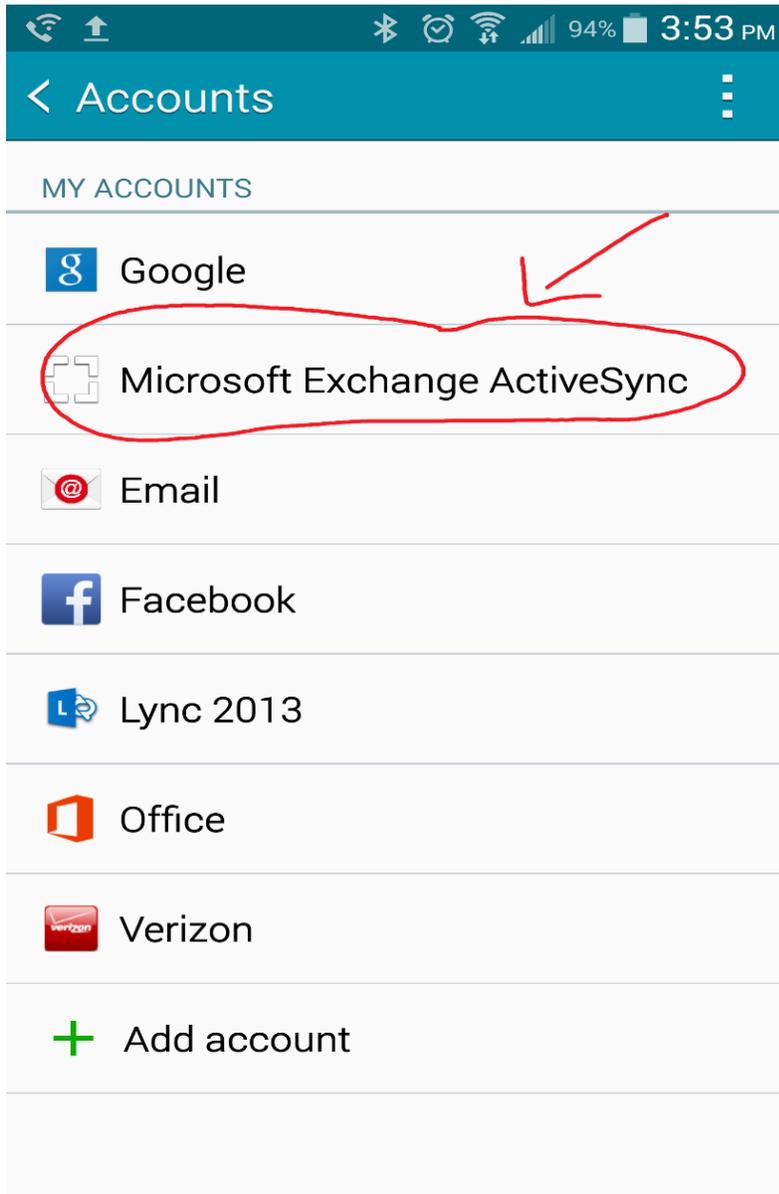


**Step 2.)** In your settings app, navigate to your **general tab**, and touch on **Accounts**.



**Step 3)** Once in the Accounts menu touch the option “Microsoft Exchange Active Sync.” Find your existing mail account, tap it, click “More” in the top right corner of the screen, and click “Remove Account.”

**Step 4)** Go back to the Accounts menu and touch the option **Add Account**, and touch **Microsoft Exchange ActiveSync**.



Step 5.) Enter your full email address and password, then touch next.

JSmith@pobschools.org

Configure Exchange account in a few steps.

brosado@obenschools.org

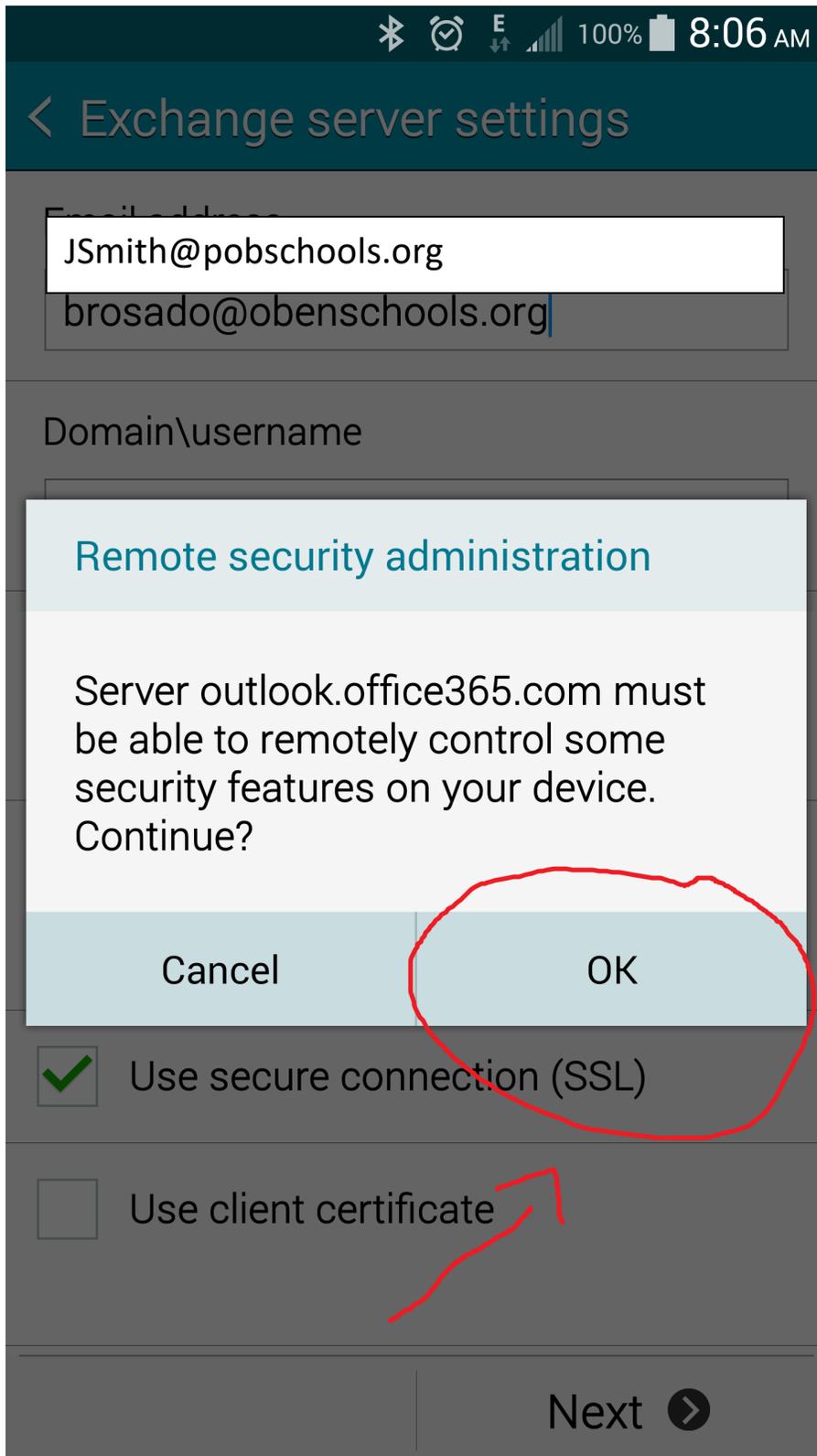
.....

Show password

Set as default account

Manual setup | Next ➔

Step 6.) A security message will pop up, you must **accept it** by touching ok.



**Step 7.)** After accepting the administration security, your phone will communicate with the office 365 server. Once found you will be taken to a screen where you can choose your account options. **Choose the options that seem fit to your needs, then click next.**

Account options

Period to sync Email

3 days

Sync schedule

Push

Peak schedule

Push

Emails retrieval size

50 KB

Period to sync Calendar

2 weeks

Set as default account

Next >

 Saving screenshot...

## Account options

2 weeks 

Set as default account

Notify me when email arrives

Sync Email

Sync Contacts

Sync Calendar

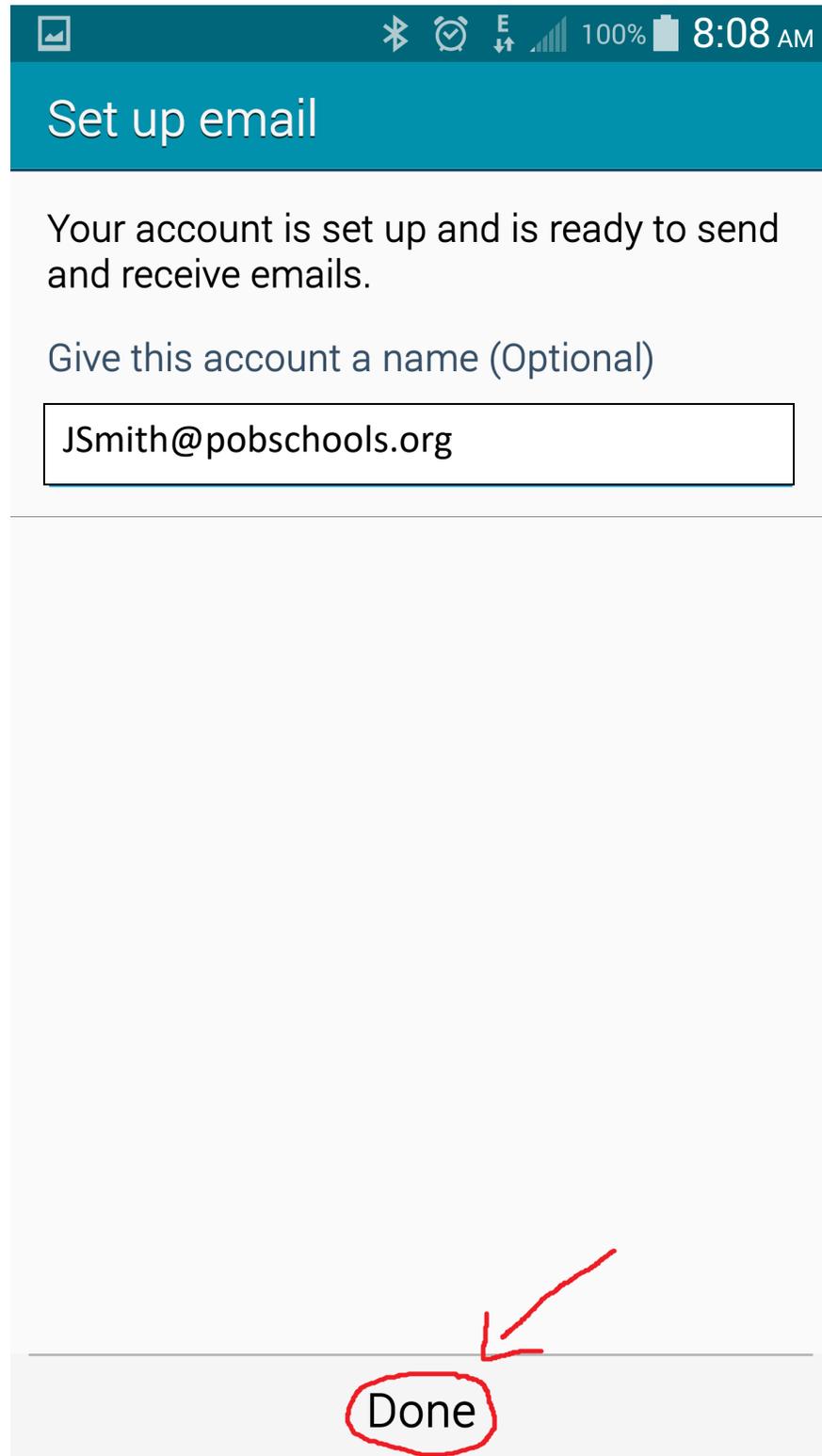
Sync Task

Sync text messages

Automatically download attachments when connected to a Wi-Fi network

Next 

**Step 8.)** After choosing your account options, and touching next, you will be asked to give your account a name. **This option is optional.** Then touch done.



**Step 9.)** After touching done, your school office 365 email account is now active on your phone. **You may now turn your WiFi back on.**

You can navigate to your email app, and you'll notice your 365 email account has now been added. Depending on how much email a user has and whether or not you're on WiFi or cellular network, it can take anywhere from 5 min to 1 hour for all your email to fully sync. However, you can still send/receive email while this is happening.

