



Information Services

Connecting to Office 365: Google Android

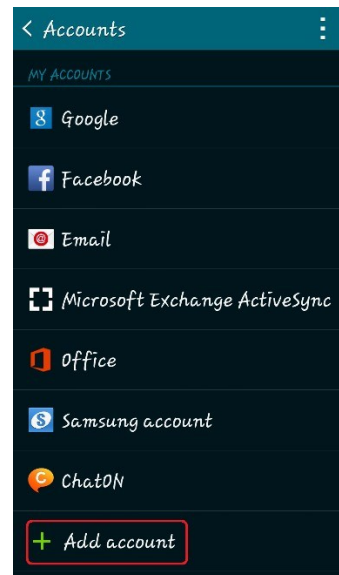
This document will help you connect your **Android** device to the University's **Office365** service. This Document is based on the Samsung Galaxy S5 with Android 4.4.2 (Kit Kat).

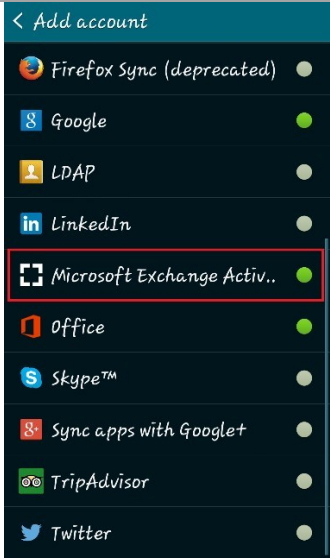
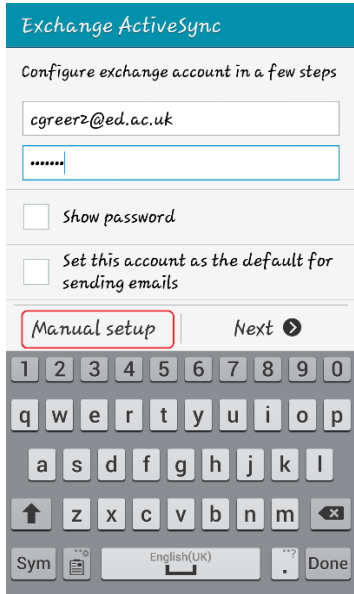
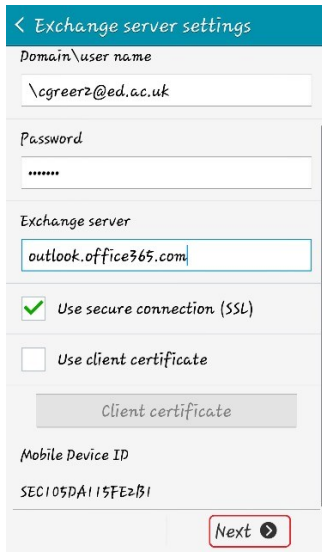
The screenshots and instructions used in this document may differ between android devices and are only intended to be used as a guide.

For help with any problems or questions, please contact the IS Helpline using the self-service portal at <https://ed.unidesk.ac.uk/tas/public/> or email IS.Helpline@ed.ac.uk

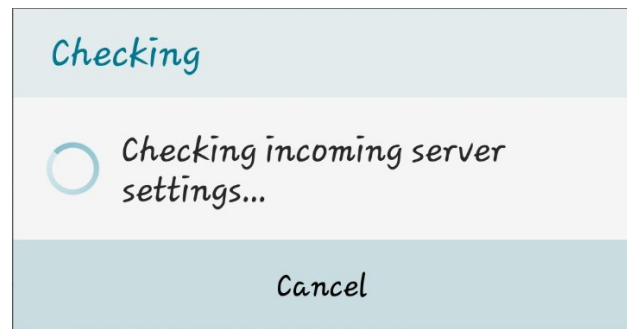
Configuring Android for Office 365

1. On your Android device, open **Settings**.
2. Go to the **Accounts** section, then select **Add account**.

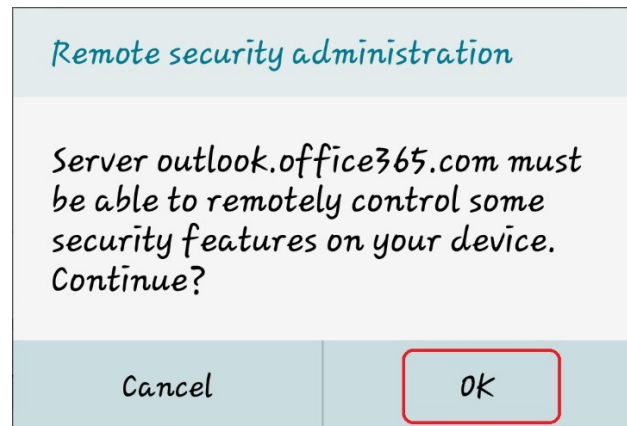


<p>3. Select Microsoft Exchange ActiveSync.</p> <p>*This option maybe called something different on different android devices e.g.</p> <ul style="list-style-type: none"> ● Google Nexus – Corporate ● HTC – Active Sync ● LG – Microsoft Exchange ● Motorola – Exchange ● Sony Xperia – Corporate ● Samsung - Microsoft Exchange Active Sync 	
<p>4. Enter your account information:</p> <ul style="list-style-type: none"> ● Enter your address in the format uun@ed.ac.uk (NOTE: this is NOT your full email alias or address) ● Enter your computer login password <p>5. Click Manual setup.</p>	
<p>6. Enter the rest of your account information:</p> <ul style="list-style-type: none"> ● For Domain\Username, enter uun@ed.ac.uk ● In the Server box, type outlook.office365.com ● Make sure Use secure connection (SSL) is ticked. <p>7. Click Next.</p>	

8. Your device will now check the incoming server settings.

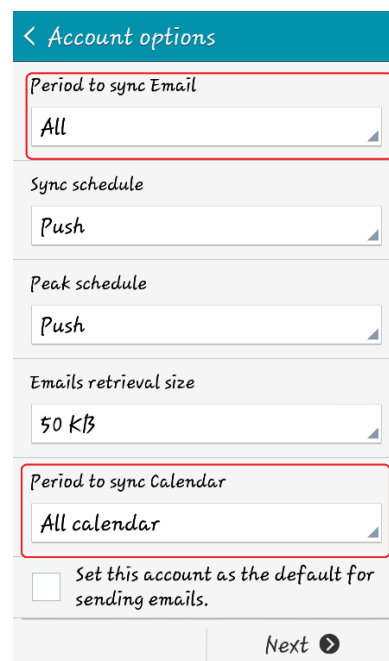


9. When the **Remote security administration** warning appears, click **OK**.



10. Choose which **period** to sync **Email** and **Calendar**.

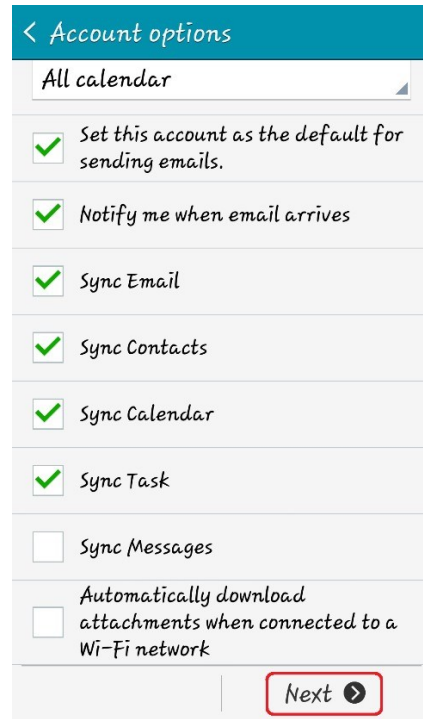
*The preferred options are to **sync all** Email and **sync all** Calendar.



11. Scroll down and choose which parts of your account you wish to sync with your Android device. By default, all are selected.

*It is advisable not to select the “**Sync Messages**” as this emails all text messages sent and received from your android device.

12. Click **Next**.



13. Give the account a meaningful name, then click **Done**.

Your Office 365 account is now ready to use.

