Connecting to Office 365: Google Android

This document will help you connect your Android device to the University’s Office365 service.

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.
3. Select **Microsoft Exchange ActiveSync, Exchange**” Office 365 or if those aren’t available choose **Outlook.com** – Your options will be dependent on the model of your phone.

   Option names may vary on different on different android devices e.g.
   - **Google Nexus** – Corporate
   - **HTC** – Active Sync
   - **LG** – Microsoft Exchange
   - **Motorola** – Exchange
   - **Sony Xperia** – Corporate
   - **Samsung** - Microsoft Exchange Active Sync

4. Enter your account information:
   - 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

   If you are using the Multifactor Authentication (MFA) app** you need to create an App Password. To do this:
   - Login to **office365.ed.ac.uk**
   - Click on your initials on the top right
   - Click **view account**
   - Choose **Security and Privacy, Additional Security Verification**, and then
   - Create and Manage App Passwords

5. Click **Manual setup**.

6. Enter the rest of your account information:
   - For Domain\Username, enter **uun@ed.ac.uk**
   - In the Server box, type **outlook.office365.com**
   - Make sure **Use secure connection (SSL)** is ticked.

7. Click **Next**.
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.
**Note on the Outlook App for MFA**

If you are using MFA it is using the Outlook App you can enable text verification instead of being forced to use an App password.

To do this open up the Play Store or App Store Search for Microsoft Outlook (the app is free) Install it
Open it and select Get Started
Enter your Office 365 email address and password.

![Outlook App setup](image)