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.
3. Select **Microsoft Exchange ActiveSync**.

*This option maybe called something 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

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.