Set Up Office 365 E-Mail on an Android Mobile Phone

Last Modified: 2012-02-24

Note: this instruction is made based on the most common model/version of Android OS 2.2 powered by Google. The order and/or description to these generic settings in the following may unnecessarily match. Most Android OS 2.1 and earlier are found unsupported, please consult with service provider for device software update.

Follow these procedures to set up your Android phone:

1. From the **Applications** menu, open **Settings > Accounts & Sync**.
2. **Add Account**, and select **Exchange ActiveSync**.
3. Enter your full email address, for example myusername@ccc.edu, and your password.
4. Tap **Next**.
5. Enter the following account information and tap **Next**.
   - **Domain**   Leave this field empty.
   - **Domain\Username**   Enter your full email address.
   - **Password**   Use the password that you use to access your account.
   - **Exchange Server**   Enter server address **mail.office365.com**
6. Tap **Next**, some device may prompt a security acceptance notification, **Accept** if this applies (accept SSL connection, security certificate, etc.)
7. As soon as your phone verifies the server settings, the options you can set up from the **Account Options** screen will include the following:
   - **Email checking frequency**   The default value is Automatic (push). When you select this option, email messages will be sent to your phone as they arrive. We recommend selecting this option if you have an unlimited data plan.
   - **Amount to synchronize**   This is the amount of mail you want to keep on your mobile phone. You can choose from several length options, Three days, One week, Two weeks or One month.
   - **Email Notifications/Notify me when email arrives**   If you select this option, your mobile phone will notify you when you receive a new email message. We recommend this option to be selected.
   - **Sync calendar**   your calendar will be synchronized between your phone and your account.
   - **Sync contacts**   your contacts will be synchronized between your phone and your account.
8. Tap **Next**, and optionally you may enter account name to identify this account in your Android phone (for example, myusername@ccc.edu or CCC)
9. Tap **Done** to complete the email setup and start using your account in the Email application featured on your Android phone.