

Office365: Configure Mail App on Android - KB0011368

Configure an Exchange Account:

NOTE: Be sure you have a **network connection** as your phone will attempt to verify the account.

1. Open **Settings**.
2. Tap **Users & Accounts**.
3. Tap **Add Account**.
4. Tap **Exchange**.
5. On the **Add your email address** screen, enter your email address (your full email address; xyz123@psu.edu).
6. Tap **Manual Setup**.
7. Enter the following information:
 - a. **Domain\Username:** should be filled in already (full email address; xyz123@psu.edu)
 - b. **Password:** Enter your WebAccess password.
 - c. **Server:** outlook.office365.com
8. Tap **Next**.
 - Your phone will display **Verifying** for approximately 5 seconds.
9. Tap **OK** on the Remote Security Administration verification screen.
10. Tap **Activate this device admin app**.
 - You will receive an on-screen confirmation: **Your account is setup and your email is on it's way.**
11. Tap **Next**.
 - By default, **Mail, Contacts, Calendars** and **Tasks** will be enabled.