

LU O365 FACULTY AND STAFF ROLLOUT



Set up Exchange email on an Android Phone

1. To set up your O365 Account Select **Settings** > **Accounts**, Select **+Add Account**.
2. Select **Corporate**.
3. Type the information requested in the **Email Address**, and **Password** boxes. You need to type your full email address in the **Email** box (for example, user@lander.edu).
4. Select **Next** on the corner of the screen. Your mail program will try to find the settings it needs to set up your account. If your phone does not manually find the account continue to step 6.
5. If your Phone can't find your settings, you'll need to manually enter the User and server name. The user name should be the full email address proceeded by a "\ " (for example, \user@lander.edu). To connect to your Office 365 email.
6. In the **Server** box, use **outlook.office365.com** for your server name.
7. In the **Port** box, enter **443**.

**We have experienced a wait time of up to 8 hours for some android users before the account can be synched