Set up Exchange email on an Android Tablet

1. To set up your O365 Account Select Settings > Personal > Accounts and sync.

2. In the upper right hand corner Select +Add Account > More Accounts > select Microsoft Exchange Active Sync.

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 Manual Setup in the upper right hand corner of the screen.

5. You’ll need to manually enter the User and Exchange 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 Exchange Server box, use outlook.office365.com for your server name.

7. When prompted with “Server must be able to remotely control some security features...” Select OK.

8. Adjust Account options as needed and Select Next.

9. When prompted with “Activate device administrator?” Select Activate.