Information Technology Services

Setting up Office 365 (Exchange) Email on Android Devices

August 12, 2015

SETTING UP OFFICE 365 EXCHANGE EMAIL ON ANDROID

Setting up Office 365 email on an Android phone, such as a Samsung, requires the following information:

- Email Address: For Example, jason.smith@ucop.edu.
- Username: emaillogin(ADlogin)@ucop.edu. For example, jsmith@ucop.edu
- Password: the Active Directory password (the same password as before Office 365).
- Exchange Server Address: outlook.office365.com

REMOVE THE OLD UCOP MAIL ACCOUNT

- 1. From the Home screen, touch Menu" (in the bottom left corner) $\square \rightarrow$ Settings $\bigcirc \rightarrow$ Accounts > Microsoft Exchange
- 2. Click on the email account, such as john.smith@ucop.edu, and then click "Remove Account".

ADD THE NEW UCOP OFFICE 365 ACCOUNT

- 1. From the Home screen, touch Menu (bottom left corner) -> Settings >> Accounts > Add account > Microsoft[®] Exchange ActiveSync.
- 2. Enter an Email address and Password "



- 3. Touch Manual Setup to enter the additional information.
- 4. Enter the following information:

User Name: "EmailLogin(ADLogin)@ucop.edu For example, panderso@ucop.edu.

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Password: the Active Directory password (i.e. the same password used to log in to all UCOP systems) **Exchange Server:** outlook.office365.com

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< 🕻	Exchange server settings
Ema	ail address
pa	nderson@ucop.edu
Don	nain\username
pa	nderson@ucop.edu
Pas	sword
,	
Exc	hange server
OL	tlook.office365.com
~	Use secure connection (SSL)
	Use client certificate
1	Client certificate
Mol	bile device ID

- 5. Click "Next."
- 6. The following warning may appear. If so, click "Continue"

Security warning				
There are problems with the security certificate for this site.				
Certificate not from a trusted authority				
Cancel	View	Continue		

7. A message will appear that says "Checking incoming server settings... Please wait. This may take a few minutes." This process will take some time. Please allow at least 10 minutes for it to complete, although it may take less.

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8. If a question about Remote Security Administration appears, click "OK".

Remote security administration				
Server owa.ucop.edu must be able to remotely control some security features on your device. Continue?				
Cancel	ок			

9. A screen to change "Account options" appears. This screen contains many items. Scroll to the bottom and click "Next."

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< 🞯 Account options	< 🧕 Account options
Peak schedule	2 weeks
Push	Send email from this account by default
Off-peak schedule	
Push	Notify me when email arrives
Period to sync Email	Sync Email
Automatic	
Emails retrieval size	Sync Contacts
50 KB	Sync Calendar
Period to sync Calendar	Sync Task
2 weeks	
Send email from this account by	Sync SMS
default	Automatically download attachments
Notify me when email arrives	when connected to wi-ri
Sync Email	Next

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10. A popup will appear asking to Activate device administrator." Click "Activate."



- 11. Enter a name for the account to help distinguish it from other email accounts on the device, then touch "Done/Next".
- 12. Wait while email and calendar update. This may take several minutes depending, depending on internet connection speed and how many mail and calendar items need to be imported. Please be patient.