Setting up Office 365 Email on an Android

This is a general guide for setting up an Android for the new Office 365 email. Each Android device is different so the steps or terminology will vary. **Note**: If you have previously added your Bucks email to your phone, you can edit the current information to point to the new email server (see page 4 of this document).

1. Go to the **Settings** app in your app drawer or home screen.

2. Find the **Accounts** section in the Settings menu. Select **Add account**.

3. Select **Exchange**, Corporate Sync, Microsoft Active Sync, or Corporate (varies by phone).

4. Type in your full **Email Address**, firstname.lastname@bucks.edu. **Note**: Do not type your username@bucks.edu. Click **Next**.
5. Enter your Bucks **Password** and click **Next**. Your Office 365 password is the same as your Bucks password (used to access campus computers, Canvas, MyBucks, and library databases). Your password will expire every 180 days. Each time it expires, you will need to update it on the Password Manager: [http://www.bucks.edu/e-resources/password/](http://www.bucks.edu/e-resources/password/) and make the changes on your Android device as well.

![Password Manager](image)

6. Enter the **Server** as outlook.office365.com. Change the **Port** to **443**. Make sure the **Security Type** is **SSL/TLS**. Select **Next** to continue.

![Server settings](image)

7. **Note**: Samsung Android phones may have an additional option for **Domain\username**. Leave the backslash and type in your full email address, \firstname.lastname@bucks.edu.

![Exchange server settings](image)
8. Select **OK** to accept the remote security administration.

![Remote security administration]

The server outlook.office365.com requires that you allow it to remotely control some security features of your Android device. Do you want to finish setting up this account?

CANCEL   OK

9. The mail options can be configured from here. Change **Sync emails from** to a different date to retrieve emails based on your preferences. Select **Next**.

![Sync options]

Sync frequency:
Automatic (Push)

Sync emails from:
Last week

- Notify me when email arrives
- Sync contacts from this account
- Sync calendar from this account
- Sync email from this account

10. Select **Activate** to complete the setup of your email account. **Note**: These security features will allow you to remotely control your device from a computer should you happen to lose it.

![Monitor screen-unlock attempts]

Monitor screen-unlock attempts
Monitor the number of incorrect passwords typed. When unlocking the screen, and lock the phone or erase all the phone's data if too many incorrect passwords are typed.

Lock the screen
Control how and when the screen locks.

CANCEL   ACTIVATE

11. Choose a name (or leave it as the default email address) for the account and select **Next**. Your email can now be accessed in your default mail application.

- If you’re still unable to add the account to your phone, please contact the Help Desk and Services Center at 215-968-8191 or helpdesk@bucks.edu.
Edit the existing Bucks email account on your phone to point to the new servers:

Please note: Some Android phones will not allow you to change the account settings. If this is the case, you will need to delete the account and start from the beginning of this document.

1. Go to the Settings app in your app drawer or home screen.

2. Find the Accounts section in the Settings menu.

3. Find the Exchange account from previously.

4. Click Account settings.

5. Click your adminbucks email account again.
6. Scroll down to the bottom and find **Incoming settings**.

7. Remove the “admin” portion of the **Username**. For instance, elliottg@adminbucks.edu becomes glenn.elliott@bucks.edu

8. Change the **Server** from exchcas.bucks.edu to **outlook.office365.com**

9. After the changes have been made, click the **Done** button.