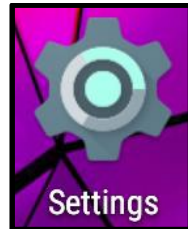


## Setting up Office 365 Email on an Android

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.



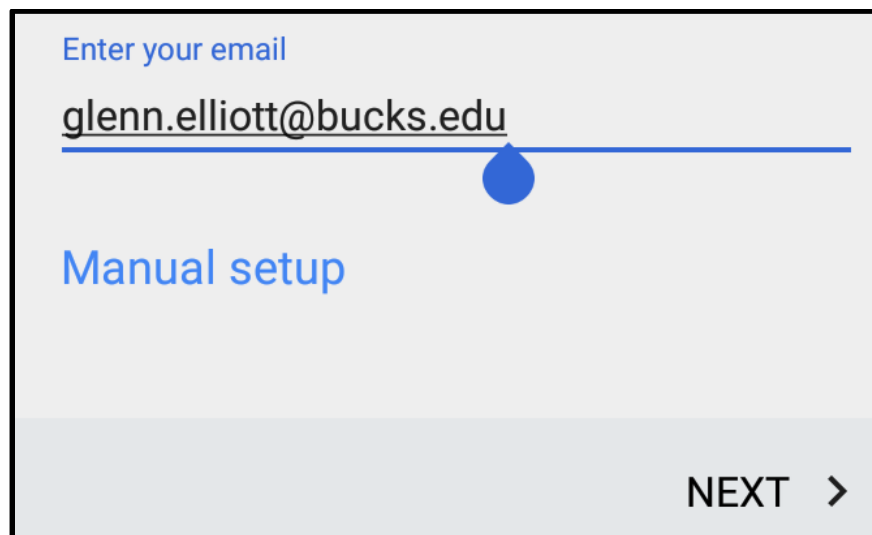
2. Find the **Accounts** section in the Settings menu. Select **Add account**.



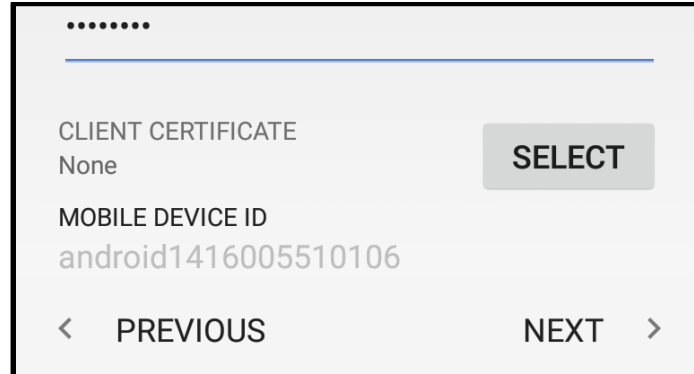
3. Select **Exchange**, Corporate Sync, Microsoft Active Sync, or Corporate (varies by phone).



4. Type in your full **Email Address**, `firstname.lastname@bucks.edu`. **Note:** Do not type your `username@bucks.edu`. Click **Next**.

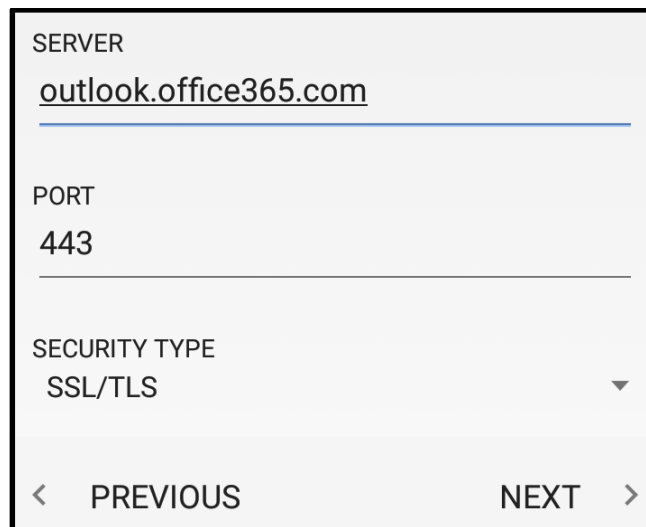
The image shows a screenshot of the email setup screen on an Android device. At the top, it says "Enter your email" in blue. Below that, the email address "glenn.elliott@bucks.edu" is entered in a text field, with a blue cursor and a blue dot below it. Underneath the text field, it says "Manual setup" in blue. At the bottom right, there is a "NEXT >" button.

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/> and make the changes on your Android device as well.



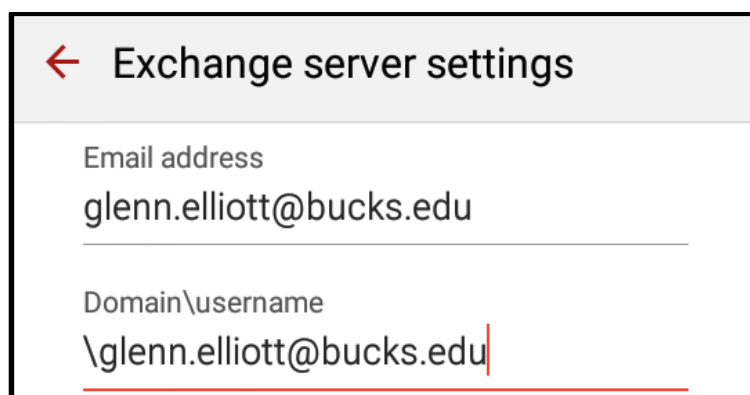
A screenshot of an Android settings screen for configuring an Exchange account. At the top, there are seven dots representing a password field. Below that, the text "CLIENT CERTIFICATE" is followed by "None" and a grey "SELECT" button. Underneath, "MOBILE DEVICE ID" is followed by the value "android1416005510106". At the bottom, there are navigation arrows and the labels "PREVIOUS" and "NEXT".

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.



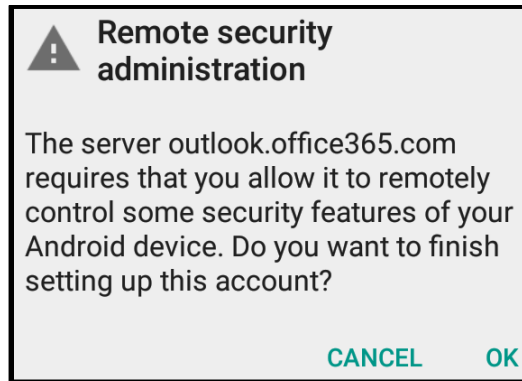
A screenshot of an Android settings screen for configuring an Exchange account. The "SERVER" field contains "outlook.office365.com". The "PORT" field contains "443". The "SECURITY TYPE" dropdown menu is set to "SSL/TLS". At the bottom, there are navigation arrows and the labels "PREVIOUS" and "NEXT".

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.

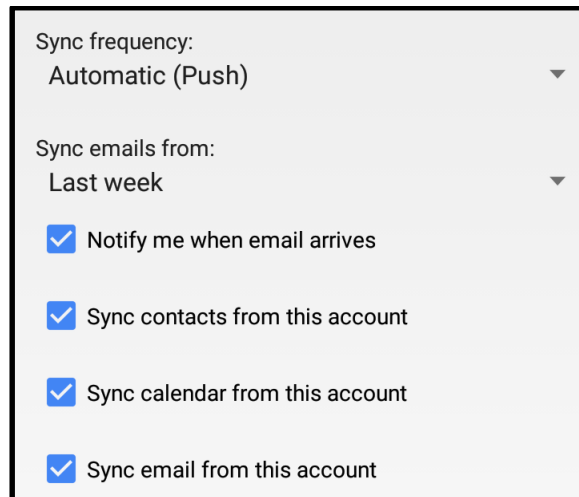


A screenshot of an Android settings screen titled "Exchange server settings". It shows two input fields: "Email address" with the value "glenn.elliott@bucks.edu" and "Domain\username" with the value "\glenn.elliott@bucks.edu".

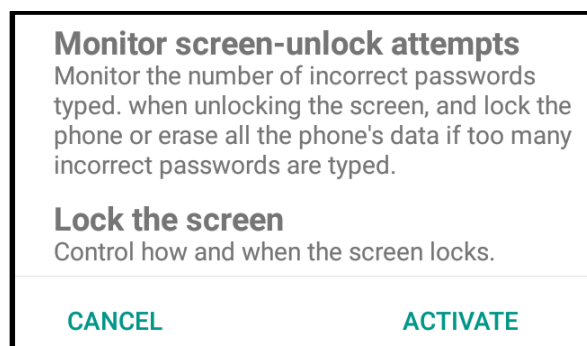
8. Select **OK** to accept the remote security administration.



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**.



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.



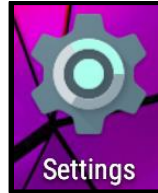
11. Choose a name (or leave it as the default email address) for the account and select **Next**. Your email can now be accessed in your default mail application.

- 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](mailto:helpdesk@bucks.edu).

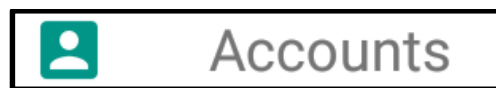
**Edit the existing Bucks email account on your phone to point to the new servers:**

**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.

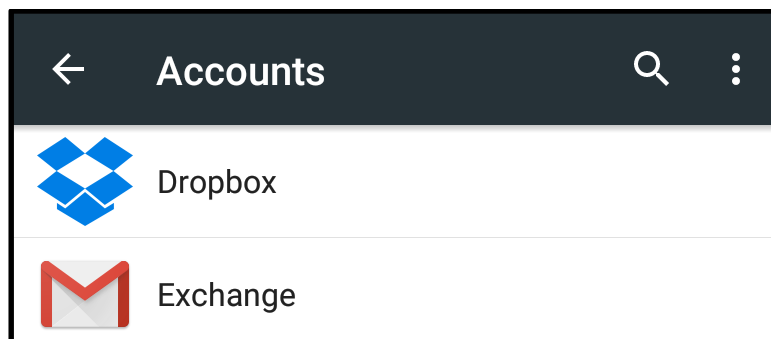
1. Go to the **Settings** app in your app drawer or home screen.



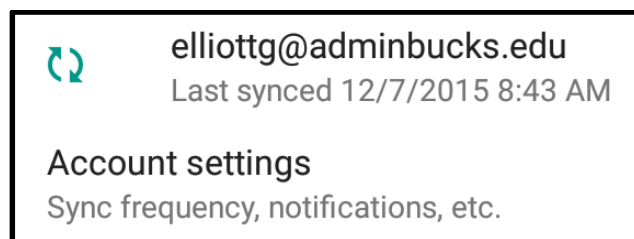
2. Find the **Accounts** section in the Settings menu.



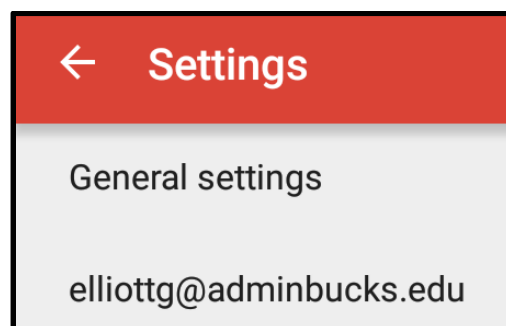
3. Find the **Exchange** account from previously.



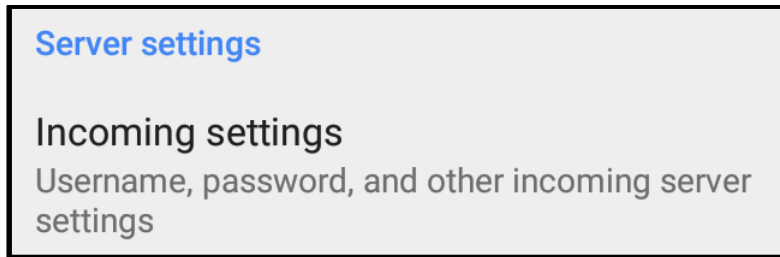
4. Click **Account settings**.



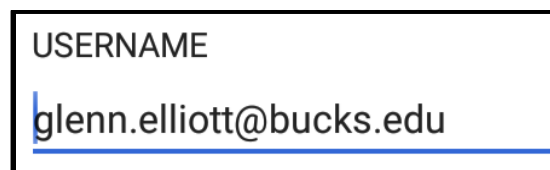
5. Click your adminbucks email account again.



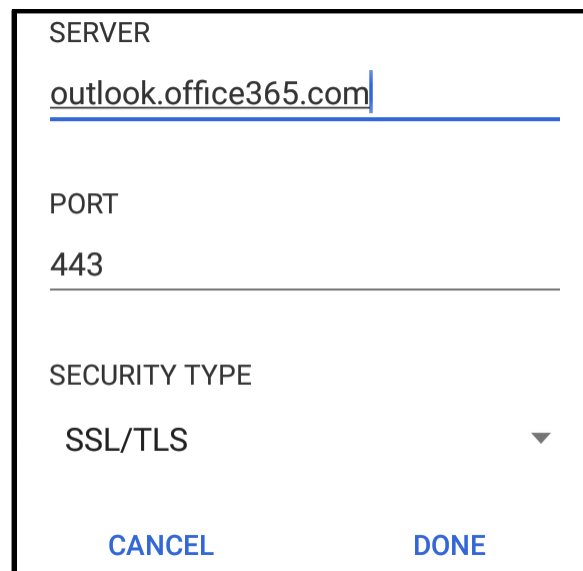
6. Scroll down to the bottom and find **Incoming settings**.



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.



A screenshot of a text input field labeled "USERNAME". The field contains the text "glenn.elliott@bucks.edu" with a blue cursor at the end of the text.



A screenshot of a settings form. It contains three input fields: "SERVER" with the value "outlook.office365.com", "PORT" with the value "443", and "SECURITY TYPE" with a dropdown menu showing "SSL/TLS". At the bottom of the form are two buttons: "CANCEL" and "DONE".