University of California Office of the President

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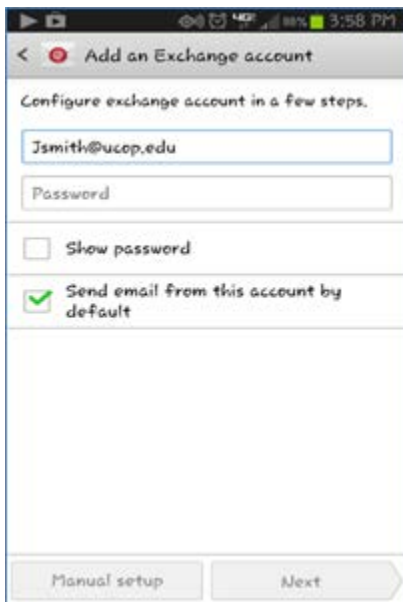
- **Email Address:** For Example, jason.smith@ucop.edu.
- **Username:** emaillogin(ADlogin)@ucop.edu. For example, jsmith@ucop.edu
- **Password:** the Active Directory password (the same password as before Office 365).
- **Exchange Server Address:** outlook.office365.com

REMOVE THE OLD UCOP MAIL ACCOUNT

1. From the Home screen, touch Menu" (in the bottom left corner) [icon] → Settings [icon] → 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) [icon] > Settings [icon] >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.

Password: the Active Directory password (i.e. the same password used to log in to all UCOP systems)
Exchange Server: outlook.office365.com
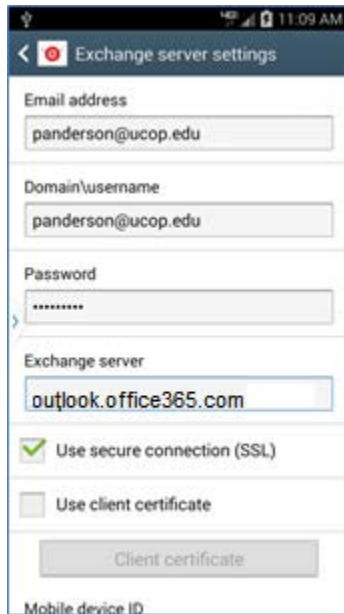
5. Click "Next."
6. The following warning may appear. If so, click "Continue"
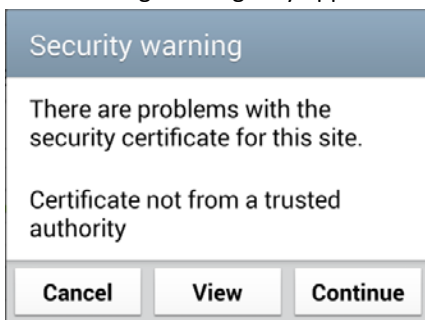
7. A message will appear that says "Checking incoming server settings… Please wait. This may take a few minutes." This process will take some time. Please allow at least 10 minutes for it to complete, although it may take less.

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

9. A screen to change "Account options" appears. This screen contains many items. Scroll to the bottom and click "Next."
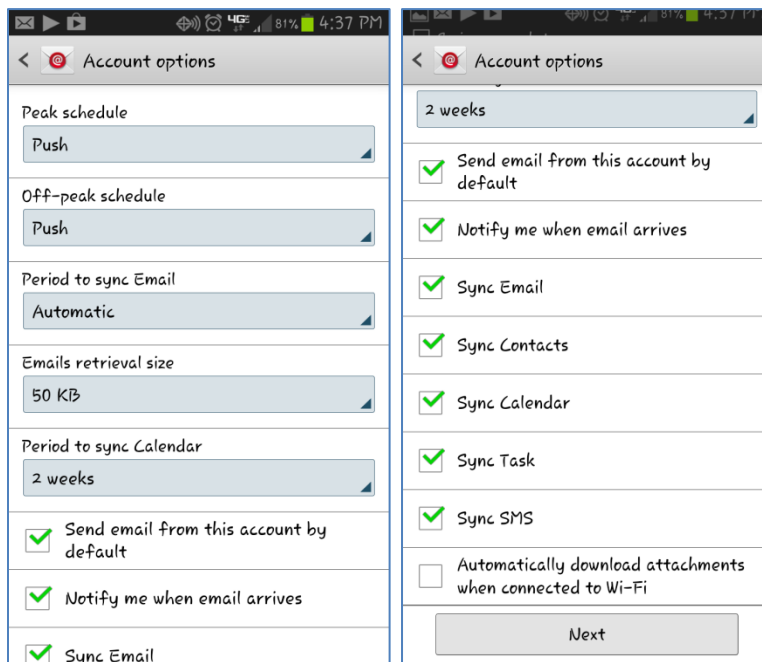
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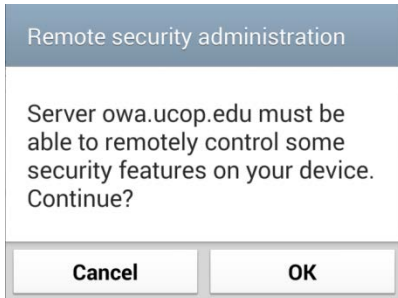**Setting up Office 365 (Exchange) Email on Android Devices**   **August 12, 2015**

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.