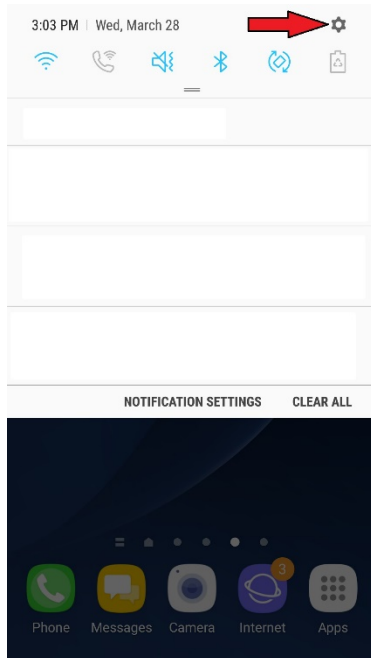


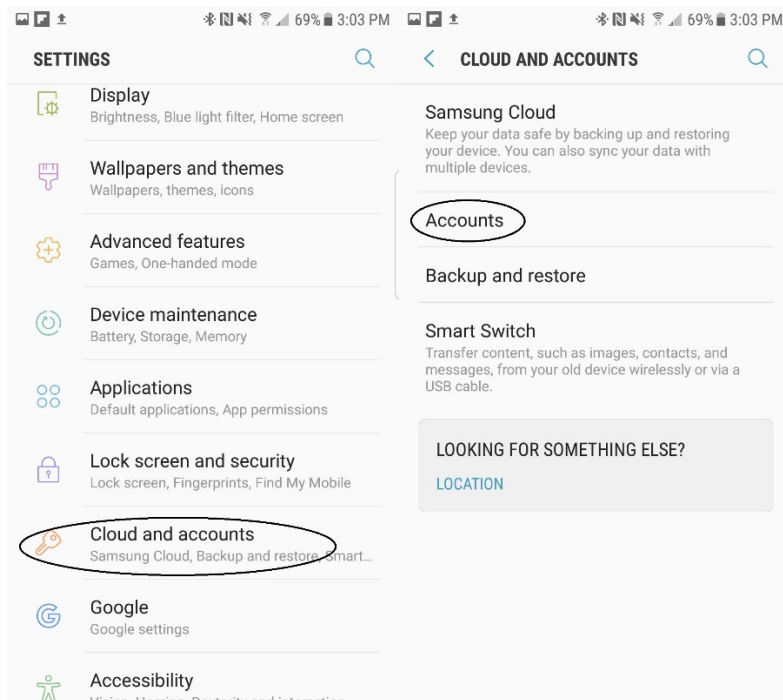
Configuring your Android Device for use with your new O365 school e-mail.

This tutorial is based on the latest Android build, but is very similar in older versions. Your phone may look different than the one here.

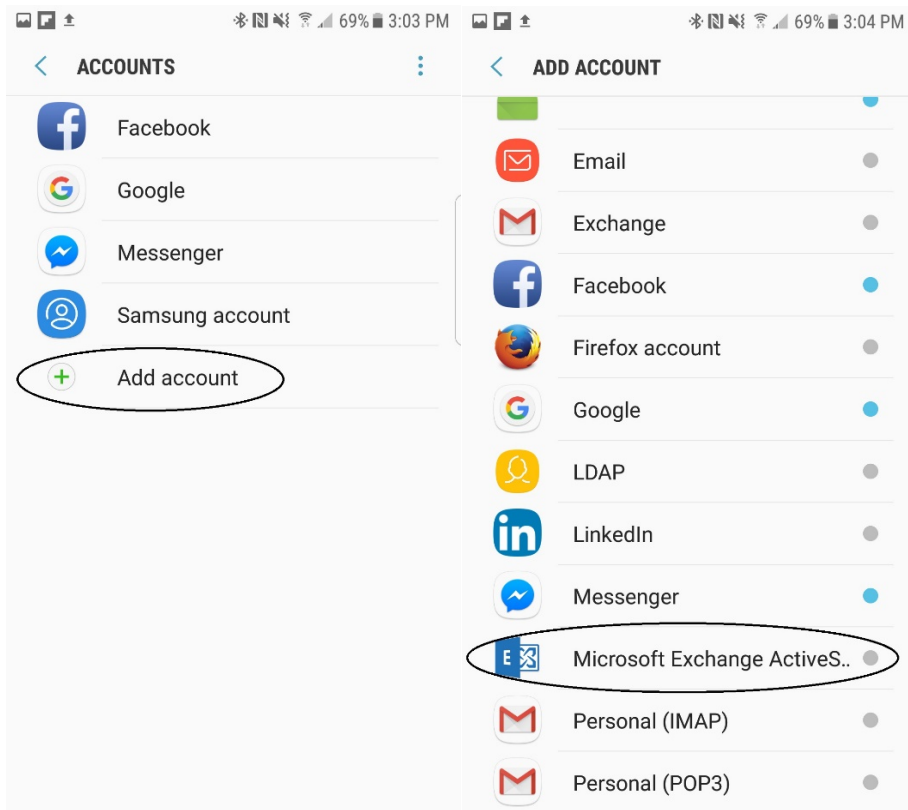
Drag down your status bar and click the settings icon. You can also go to your apps page and choose the settings app.



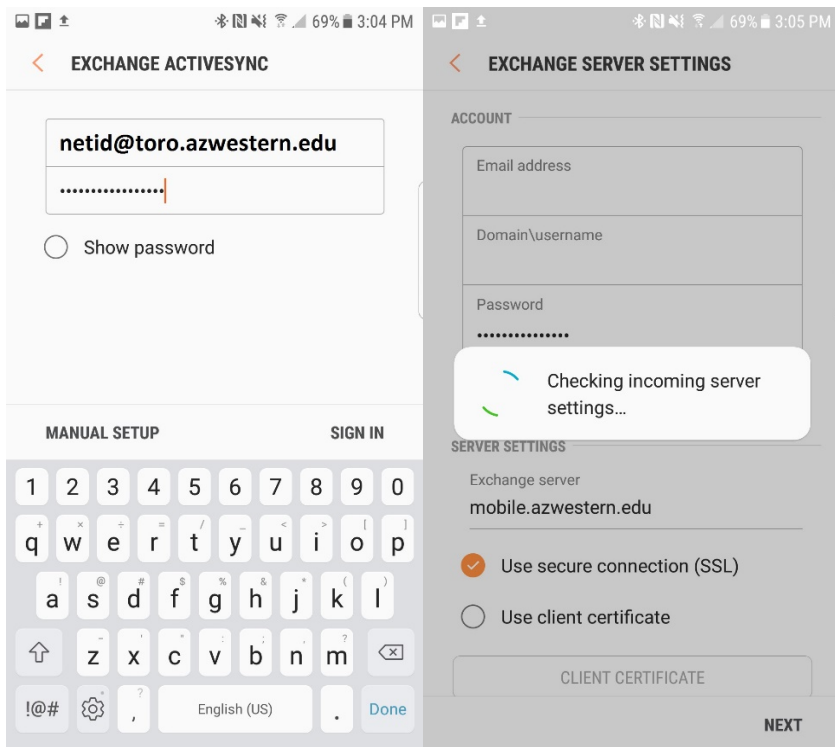
Choose the “Cloud and Accounts” option, then choose “Accounts”



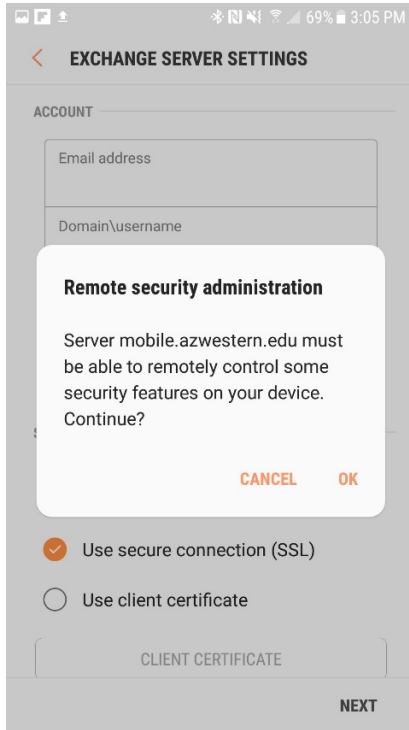
Choose "Add Account" then select Microsoft Exchange Activesync



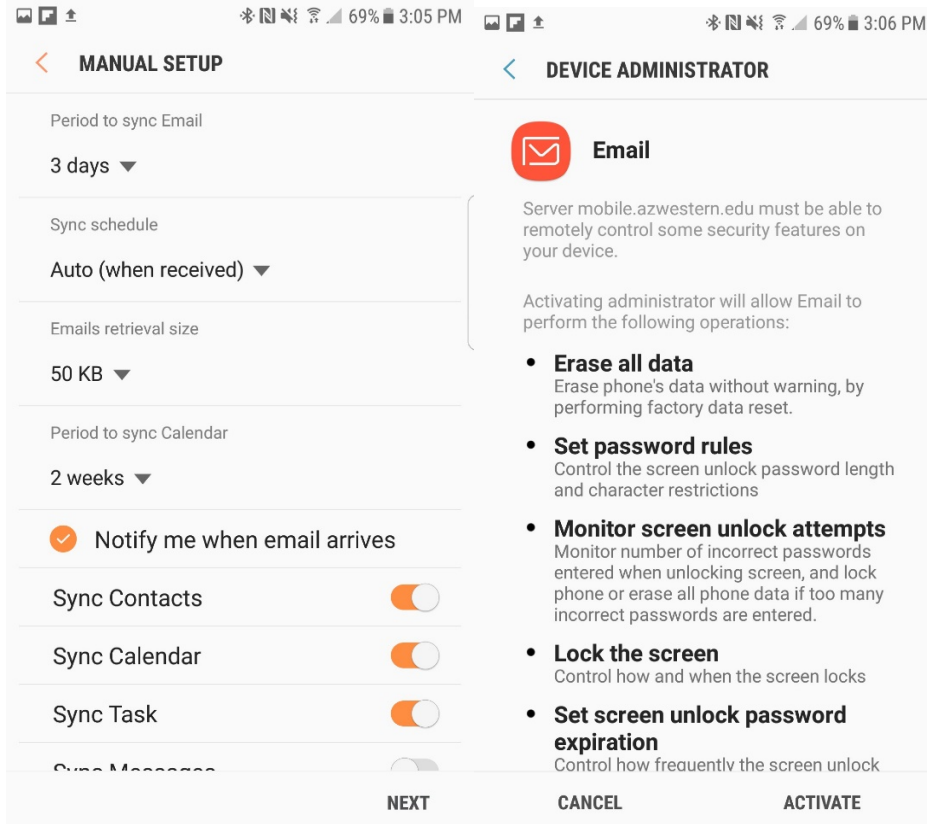
Fill in your e-mail account and password. Then click "Sign In"



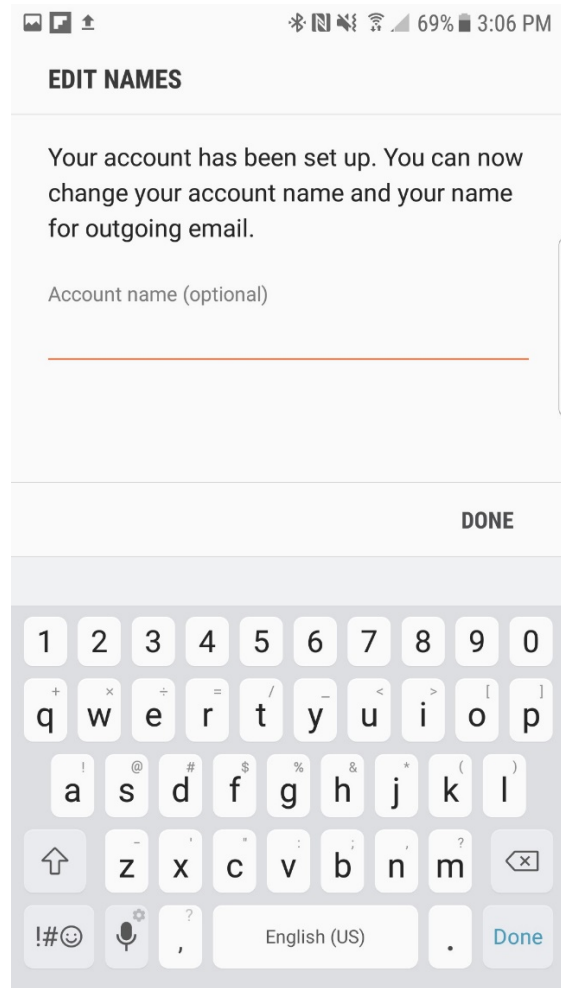
Click OK on this screen.



Choose which manual settings you want to use, like changing how often it will synchronize your e-mail and how far back it will synchronize. Click "Activate" on the next screen.



Enter a name you want your e-mail to be labeled as and click done. You now have access to your school e-mail!



The screenshot shows an iPhone interface with a status bar at the top displaying signal strength, Wi-Fi, cellular, and battery icons, along with the time 3:06 PM and 69% battery. The main screen has a title 'EDIT NAMES' and a message: 'Your account has been set up. You can now change your account name and your name for outgoing email.' Below the message is a text input field labeled 'Account name (optional)' with a red underline. At the bottom of the screen is a 'DONE' button. A keyboard is overlaid on the bottom half of the screen, showing a standard QWERTY layout with a 'Done' key in blue.