

# Setting up O365 email on an Android device

## Setting up email on your mobile device

### Instructions

#### Full Summary

Please note, these instructions are only for those whose email address ends with @slu.edu, those with @health.slu.edu will need to follow InTune set up directions available through ITS.SLU.EDU

You will need to have a security pin set up on your phone prior to setting up your account.

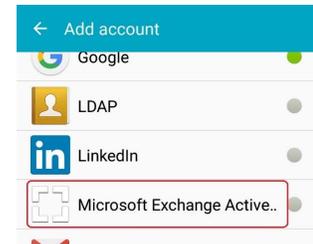
#### Android Specific Step - by - Steps

1. **Tap Settings, F1**
2. **Tap Accounts**
3. **Tap Add Account**
4. **Tap Microsoft Exchange ActiveSync, F2**
5. **Enter your New Email address**
  - a. Be sure to use the NEW SLU address, first.last@slu.edu
6. **Enter your SLU Net Password**
7. **Enter your new full email address** in the Username field
8. **Leave Domain blank**, if a separate field, F3
9. **Enter outlook.office365.com**, if you see a **Server field**
10. **Tap Next**
11. **Tap Ok**
12. If prompted, **click OK** through the remote security warning.
  - a. **Please see the note on the next page for more information about this warning.**
13. **Tap Ok**
14. **Select the Account options** you want to use.
15. **Tap Next**
16. **Tap Microsoft Exchange ActiveSync**, to see the display name for your email account.
  - a. You can change the display name, here.
17. **Tap Next**, and you will see your inbox.
18. **Your Office 365 email is now set up in your Android native mail app.**

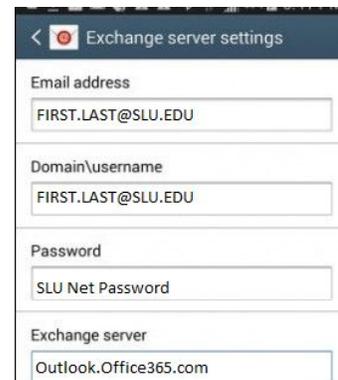
### Screenshots



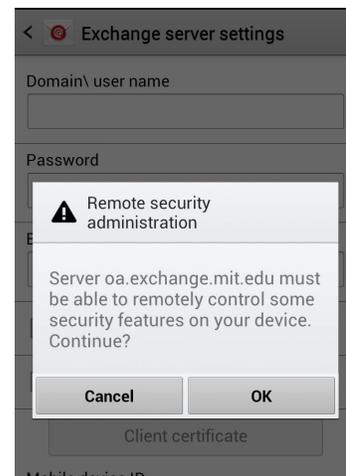
**F1: App Settings**



**F2: Microsoft Exchange**



**F3: Exchange Server Settings**



**F4: Remote Security warning**

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## The "Remote Security Administration" message on Exchange accounts

For users setting up their Exchange account on their Android device for the first time, you will come across a message labeled "Remote Security Activation". This message will state that the SLU Exchange Server needs to remotely control security features on your device. The user must accept in order to complete the Exchange account activation. It should look similar to one of the screenshot for F4.

These notifications are simply default Microsoft Exchange ActiveSync (EAS) messages. The language is written by the Android device manufacturers, not by SLU at all. Since it was created by another party, we do not have the ability to change the language.

The SLU ITS department does not remotely control your device, in any way, shape, or form. Nor do we have access to your personal data.

However, you do have the ability to remotely lock or wipe their device in the case the device is lost or stolen. You can initiate this process by logging into O365 online. The Remote Security Activation message specifically relates to this feature and nothing else.

**For additional help, please call 314-977-4000 to speak with the IT Helpdesk**