Setup for Android Devices

1. Tap Settings > Accounts > Add account > Email.

2. Type your full email address, for example yourusername@hatboro-horsham.org, type your password, and then tap Next.


4. Review the settings on the Exchange server settings page and update if necessary.
   - Email
     Make sure your full email address is in this box, for example, yourusername@hatboro-horsham.org
   - Domain\Username
     Type your full email address in this box, for example, yourusername@hatboro-horsham.org If Domain and Username are separate text boxes in your version of Android, leave the Domain box empty, and type your full email address in the Username box.
- **Password**
  Use your Network password that you use to access your account.

- **Exchange Server**
  The server name for Office 365 for business is *outlook.office365.com*.

- Make sure the **Use secure connections (SSL)** box is checked.

5. Tap **Done**.
6. Depending how the Office 365 administrator in your organization set up your account, you might receive a message about additional security features. Select **OK** or **Activate** to continue.

```
Remote security administration

Server outlook.office365.com must be able to remotely control some security features on your device. Continue?

CANCEL    OK
```

7. Accept the defaults or make changes for how you want your account to sync on your device. When you're finished, swipe to the bottom and tap **Next**.

8. On the **Set up email** page you can change the name of your account. When you're finished tap **Done**.

If you synced your calendar and contacts in step 7 you can go to those apps on your phone to view any items that might be there. If you synced tasks as well, you should see them in the calendar app on your device. It might take a few minutes for everything to sync.