Connect your Android device to Office 365
IT Services Documentation Team. July 2013 (Reviewed August 2015)

These instructions have been written for Android OS 2.2 Froyo. Instructions for OS 4 are available on a separate fact sheet. To check what version you are running, from your Menu screen, tap Settings > About Phone > Android version.

The screenshots in this guide were taken from a Samsung Galaxy Ace running version 2.2.1. Other software versions may display slightly different options and icons.

Remove old account settings
If you have not previously connected your Android device to University email, then please skip this step.

• From the Menu screen, tap Settings
• Tap Accounts and sync
• Select your University account from the list of accounts
• Tap Remove Account
• Confirm when prompted

Add your University email account

• From the Menu screen, tap Settings
• Tap Accounts and sync
• Tap Add Account...
• Tap Microsoft Exchange ActiveSync
• Type your email address in the format `youruserID@abdn.ac.uk` e.g. abc123@abdn.ac.uk
• Type your password in the `Password` field
• Tap `Next` and `Yes` if prompted

• After the Retrieving account information... screen, scroll down and click `Manual Setup`
• Domain: user name, `youruserID@abdn.ac.uk`
• Password: your password
• Exchange server: `outlook.office365.com`
• Ensure that `Use SSL` and `Accept all SSL certificates` are ticked
• Tap `Next`

• Select the services you want to synchronize (your choice)
• Tap `Next`
• You may be asked to name the account, this is purely how the account will appear and be referred to on your device. Anything appropriately descriptive is fine. It may default to your e-mail address. Click `Done`
• If you are prompted to Activate the Device Manager, click on `Activate`

• From the Menu screen, tap `Email` to access your account
• You can edit your settings at any time:
• From the Menu screen, tap `Settings`
• Tap `Accounts and sync`
• Tap on your account `<user ID>@abdn.ac.uk` and click `Account settings`
• Edit as required