Connect your Android device to Office 365
Cameron Muir, September 2014

These instructions have been written for Android OS 4.4 Kitkat. If your Android OS is an older version, some of the steps may be different. If you need help, please contact the Service Desk – servicedesk@abdn.ac.uk.

1. Remove the old Account Settings

Note: If you have not previously connected your Android device to University email, you can skip this step and go straight to step 2.

- Open Menu > Settings
- Under Accounts, select Microsoft Exchange Activesync
- Select your University Account from the list of accounts displayed – This can be a drop down menu
- Tap Remove Account and confirm when prompted

2. Add your University email Account

- Tap Menu > Settings > Accounts
- Add Account
- Under More Accounts select Exchange Activesync (also called Microsoft Exchange Activesync)
- For your email address, enter youruserid@abdn.ac.uk, e.g. abc123@abdn.ac.uk
- For the password, enter your University password
- Scroll down and click Manual Setup
- Under Domain: Username, enter youruserid@abdn.ac.uk
- Under Password, enter your University password
- The Exchange Server address is outlook.office365.com
- Ensure that the Use SSL checkbox is ticked
- Tap Next
- When prompted, confirm your acceptance of remote security administration. This ensures that your device complies with the University-recommended security settings.
- Scroll to the bottom of the Account options screen and tap Next
- If you are prompted to Activate the Device Administrator, click on Activate
- You may be asked to name the account – this is simply how the account will appear and be referred to on your device. Choose something appropriate, for example your email address, or ‘work’.