Staff email – Connecting your Android device

These instructions have been written for Android OS 5.x. If your Android OS is an older version, some of the steps may be different.

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.

1. Tap Settings, then scroll down and tap Accounts
2. Tap Microsoft Exchange Activesync
3. Select your University Account from the list of accounts displayed – this can be a drop down menu
4. Tap More
5. Tap Remove Account and confirm when prompted

2. Add your University email Account

1. Tap Settings, then scroll down and tap Accounts
2. Scroll down and tap Add Account
3. Tap 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
4. 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
5. Tap Next
6. When prompted, confirm your acceptance of remote security administration. This ensures that your device complies with the University-recommended security settings.
7. Choose your Sync Settings and tap Next
8. If you are prompted to Activate the Device Administrator, click on Activate
9. 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’