

# Setting Up Office 365 (Exchange) with an Android Phone or Tablet

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1. From the **Applications** menu, select **Email**. This application may be named **Mail** on some versions of Android.
2. Type your email address (first.last@washburn.edu) and your WUAD password (the one you use to log into your computer)
3. Select **Next**.
4. Select **Exchange account**. (This option may be named Exchange ActiveSync on some versions of Android.)
5. Enter the following account information.
  - **Domain\Username** - Type your email address in this box. If **Domain** and **Username** are separate text boxes in your version of Android, leave the **Domain** box empty and type your email address in the **Username** box.  
*Note: On some versions of Android, you must use the \username format. For example, if your email address is first.last@washburn.edu, type \first.last@washburn.edu.*
  - **Password** - Use your WUAD password.
  - **Exchange Server** - Use **outlook.office365.com** for your server name.
6. Select **Next**
7. As soon as your phone verifies the server settings, the **Account Options** screen displays. The options available depend on the version of Android on your device. The options may include the following:
  - **Email checking frequency** - The default value is Automatic (push). When you select this option, email messages will be sent to your phone as they arrive. We recommend only selecting this option if you have an unlimited data plan.
  - **Amount to synchronize** - This is the amount of mail you want to keep on your mobile phone. You can choose from several length options, including One day, Three days, and One week.
  - **Notify me when email arrives** - If you select this option, your mobile phone will notify you when you receive a new email message.
  - **Sync contacts from this account** - If you select this option, your contacts will be synchronized between your phone and your account.
8. Select **Next**
9. Type a name for this account
10. Type the name you want displayed when you send e-mail to others
11. Select **Done** to complete the email setup and start using your account.

**Note:** You may need to wait ten-to-fifteen minutes after you set up your account before you can send or receive e-mail.