## Office 365 on the Native Android Email App

1. Go to the Android phone desktop.



2. Use your finger to swipe down. This will get you to the email app **OR** tap on the home screen "III" which is circled in the graphic below:



- 3. The Finder will appear as shown in the graphic on the next page.
- 4. Type the word "email" into the Finder and it will bring up the icon for the native client as shown in the graphic below:



5. Type the word "Email" into the Finder and it will bring up the icon for the native client as shown in the graphic below:



6. Tap on the Email icon. It is circled in the graphic on the next page.



7. The "Set Up Email" screen will appear as shown below:



8. Tap on the Corporate icon. It is circled in the screen on the next page.



9. The Exchange Server Settings screen will now appear as shown below:

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<	Exchange se	rver settir	ngs	
Acc	ount			
Ema aar	il address on.gomez@sccc	d.edu		
Dom agC	nain\username 024@scccd.net			_ (
Pas	sword			
0	Show passwor	d		
Ser	ver settings			
Exch	hange server look.office365.cd	om		_
0	Use secure cor	nnection (S	SL)	
	Use client certi	ficate		
			Nex	t
	Ш	0	<	

- 10. Enter the following information into the "Exchange Settings" dialog box:
  - a. The User's District Email Address
  - b. Enter the User's Active Directory Username with @scccd.net (UPN)
  - c. Enter the User's Active Directory password
  - d. Enter the Name of the Exchange Server
    - i. Enter "Outlook.office365.com"
- 11. Tap on the "Next" button. It is circled in the graphic below:

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Ema aar	il address on.gomez@	scccd.edu	
Don ag(	nain∖username 124@scccd.	net	
Pas	sword		
	Show pass	sword	
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Excl	IOOK.OIIICES	00.0011	
out	Use secure	e connection (S	SSL)
	Use secure	e connection (S	SSL)
	Use secure	e connection (S	SSL)

12. You will now be asked to "Apply Security Settings" in a pop-up screen like the one shown in the graphic below:

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< Exchange server settings						
Account						
Email address aaron.gomez@scccd.edu						
Domain\username ag024@scccd.net						
Password						
Show password						
Server settings						
Apply security settings?						
To use this account, you need to apply the security settings required by its IT policy.						
Cancel	Apply					
III O	<					

13. Tap on the "Apply" button. It is circled in the graphic below:

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<	K Exchange server setting	ngs
A	Account	
E	mail address	
2	aaron.gomez@scccd.edu	
D a	oomain\username ag024@scccd.net	
P •	assword	
	Show password	
	Server settings	
,	Apply security settings?	
T	To use this account, you need security settings required by its	to apply the s IT policy.
	Cancel	Apply
	III O	<

14. You will now be at the Manual Setup page as shown in the graphic below:

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< Manual se	tup
Email sync period	
3 days 🔻	
Email sync schedule	
Auto (when recei	ived) 🔻
Emails retrieval size	
50 KB 🔻	
Calendar sync period	1
6 months $ imes$	
📀 Notify me	when email arrives
<ul> <li>Notify me</li> <li>Sync contacts</li> </ul>	when email arrives
<ul> <li>Notify me</li> <li>Sync contacts</li> <li>Sync calendars</li> </ul>	when email arrives
<ul> <li>Notify me</li> <li>Sync contacts</li> <li>Sync calendars</li> <li>Sync tasks</li> </ul>	when email arrives
<ul> <li>Notify men</li> <li>Sync contacts</li> <li>Sync calendars</li> <li>Sync tasks</li> </ul>	when email arrives
Notify me to Sync contacts Sync calendars Sync tasks	when email arrives

15. Tap on the "Done" button. It is circled in the graphic on the next page.

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< Manual s	etup	
Email sync period 3 days 💌		
Email sync schedul Auto (when rece	e eived) ▼	
Emails retrieval size	2	
Calendar sync perio	d	
📀 Notify me	when emai	l arrives
Sync contacts	6	
Sync calendar	S	
Sync tasks		
		Done
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16. You will now be at the Activate Device Admin App page as shown in the graphic below:



17. Please read the information before you Activate by tapping on the "Activate" button. It is circled in the graphic on the next page.



18. You are now on the "Edit Names" page as shown in the graphic shown below:

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Edit names		
Your account ha	as been set u	p. You can now
for outgoing en	nail.	ind your name
Account name (or	otional)	
aaron.gomez@	scccd.edu	
		Done
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19. Tap on the "Done" button. It is circled in the graphic on the next page.

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Edit names		
Your account ha	as been set u	p. You can now
for outgoing en	nail.	ind your nume
Account name (or	otional)	
aaron.gomez@	)scccd.edu	
		Done
111	0	<

20. You should now be at the xxx page as shown in the graphic below:

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21. You are done!