

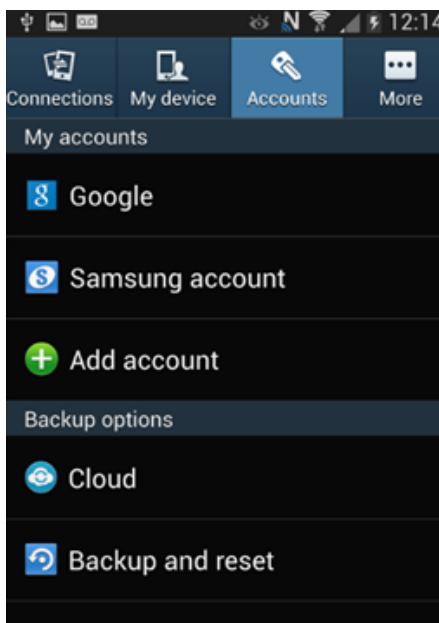
Configure Office 365 on Android

These instructions cover how to configure your Android device to receive your emails using Office 365.

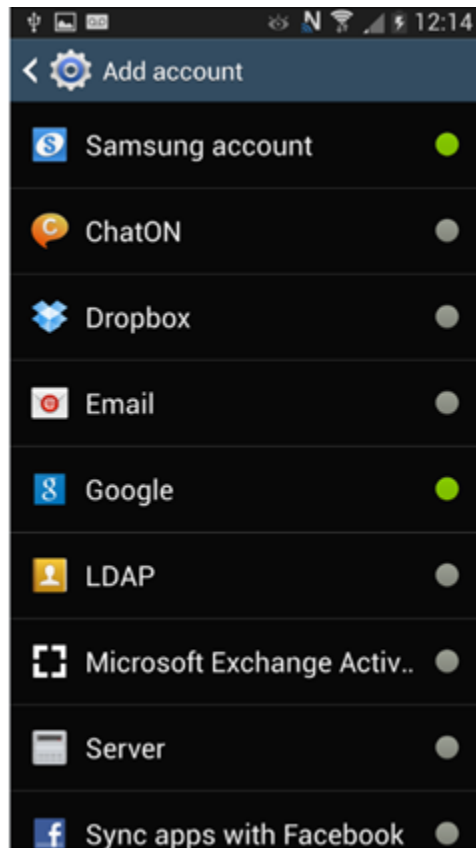
1. Before setting up email on your Android, please make sure it is connected to Wi-Fi.
2. Click on **Settings** on your phone.



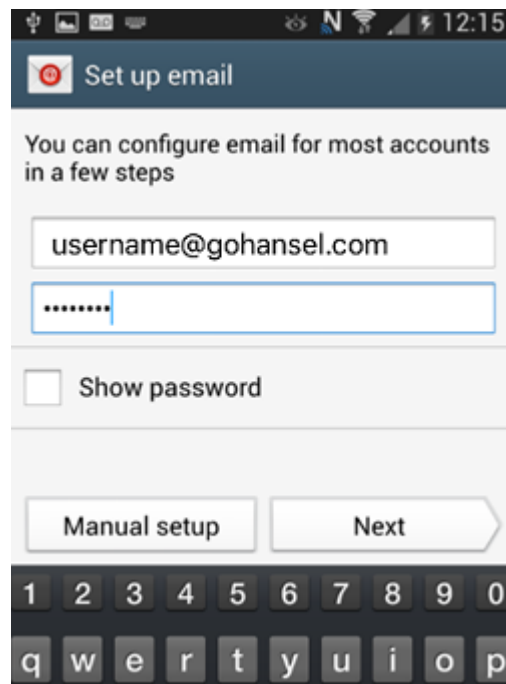
3. Click Accounts | Add Account



4. The Add Account screen will appear. Click on Microsoft Exchange Activesync~



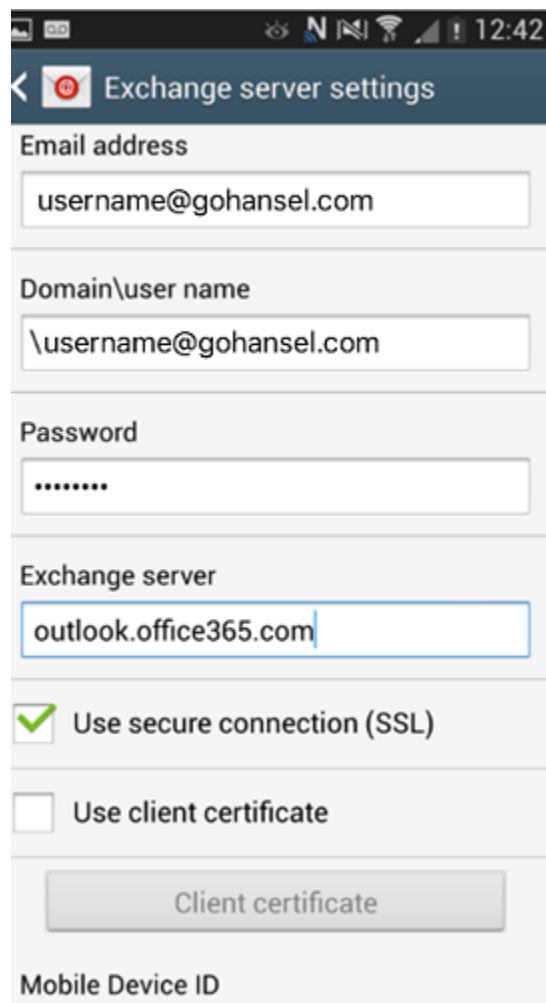
5. The Email setup screen will appear. Enter: username@gohansel.com and your Windows password then click Manual setup.



6. Make sure the domain is in the format `\username@gohansel.com`

Change the Exchange server to: **outlook.office365.com**

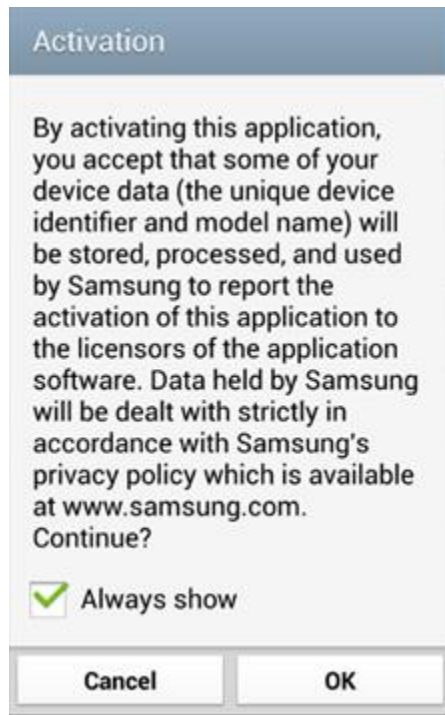
Click **Next**



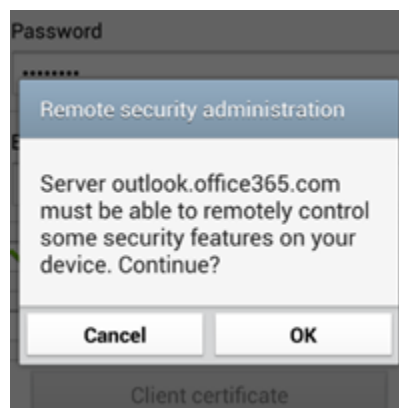
The screenshot shows the 'Exchange server settings' screen on a mobile device. The interface includes the following fields and options:

- Email address:** A text input field containing 'username@gohansel.com'.
- Domain\user name:** A text input field containing '\username@gohansel.com'.
- Password:** A text input field with seven dots representing a masked password.
- Exchange server:** A text input field containing 'outlook.office365.com'.
- Use secure connection (SSL):** A checked checkbox.
- Use client certificate:** An unchecked checkbox.
- Client certificate:** A button that is currently disabled (greyed out).
- Mobile Device ID:** A label at the bottom of the screen.

7. The following screen will appear. Click OK



8. On the next screen, click OK



9. The following screen will appear. Click OK

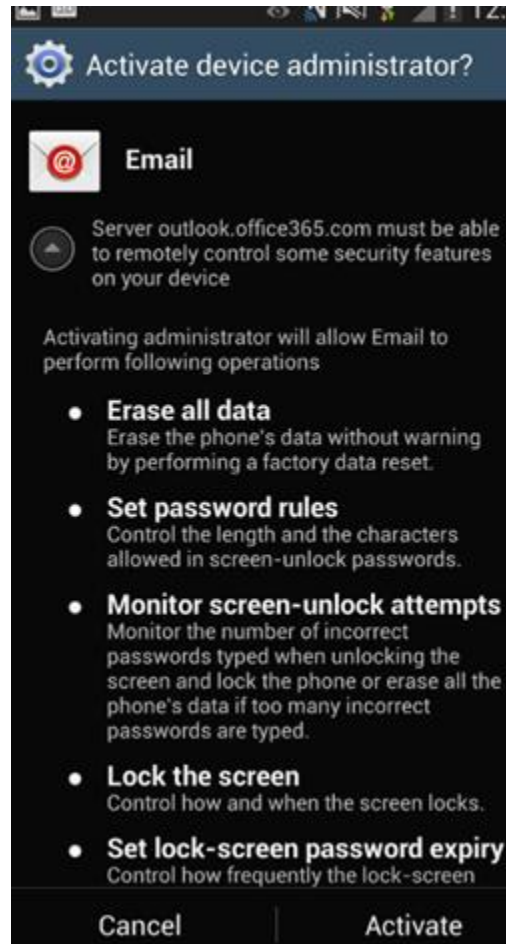
The screenshot shows an Android application interface with a dark blue header bar containing a back arrow, a red circular icon with a white 'e', and the text 'Account options'. The status bar at the top shows the time as 12:43 and various system icons. The main content area is divided into several sections, each with a title and a dropdown menu:

- Period to sync Email:** A dropdown menu with 'Automatic' selected.
- Sync schedule:** A dropdown menu with 'Push' selected.
- Peak schedule:** A dropdown menu with 'Push' selected.
- Emails retrieval size:** A dropdown menu with '50 KB' selected.
- Period to sync Calendar:** A dropdown menu with '2 weeks' selected.

At the bottom, there are two checked checkboxes:

- Notify me when email arrives
- Sync Email

10. The following screen will appear. Click Activate.



11. Setup will be complete. Click **Done**.

