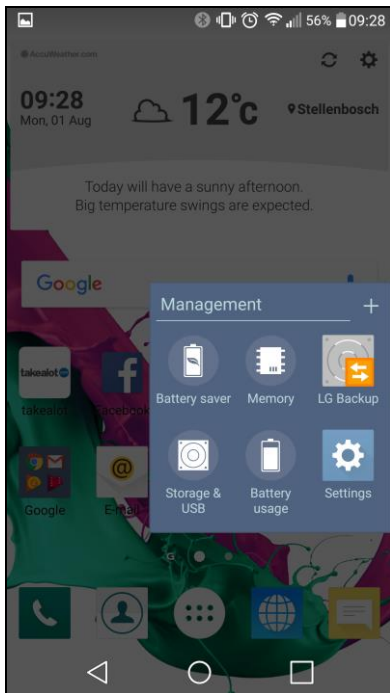
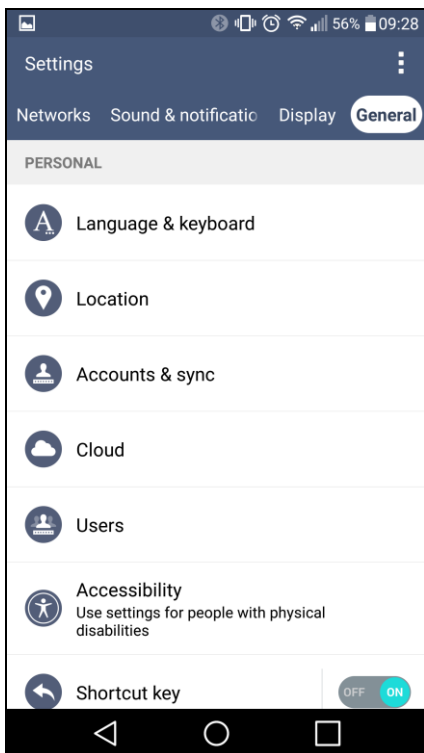


# Configure Office365 e-mail on Android devices

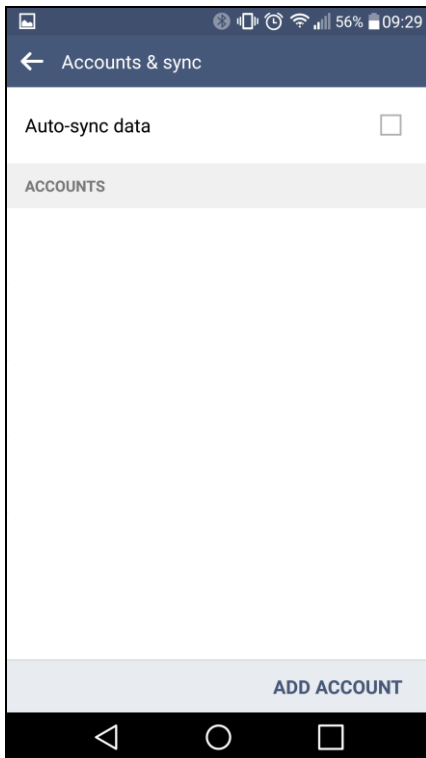
1. Go to **Settings** on your Android device.



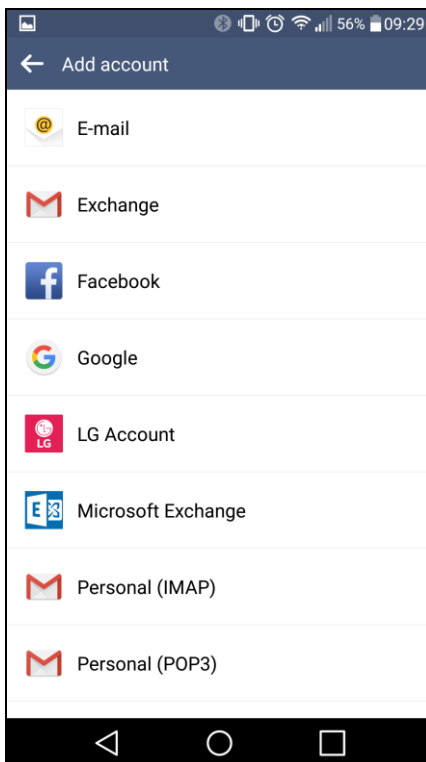
2. Scroll to the **Accounts** menu.



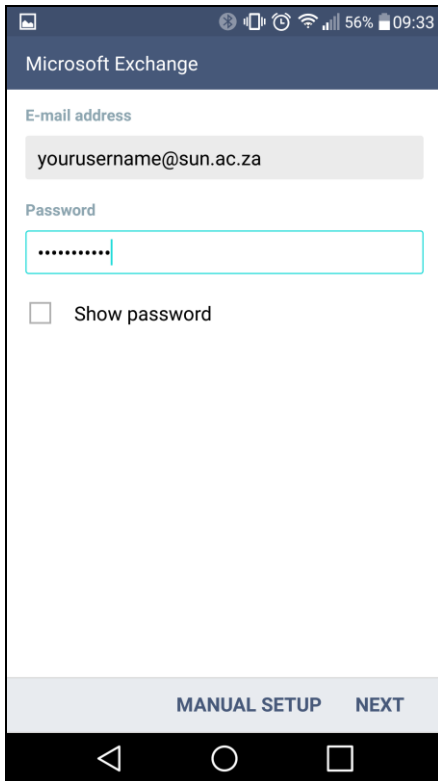
3. Select **Add Account**.



4. Select **Microsoft Exchange**.



5. Enter your **E-mail Address** and **Password** and select **Manual Setup**.



Microsoft Exchange

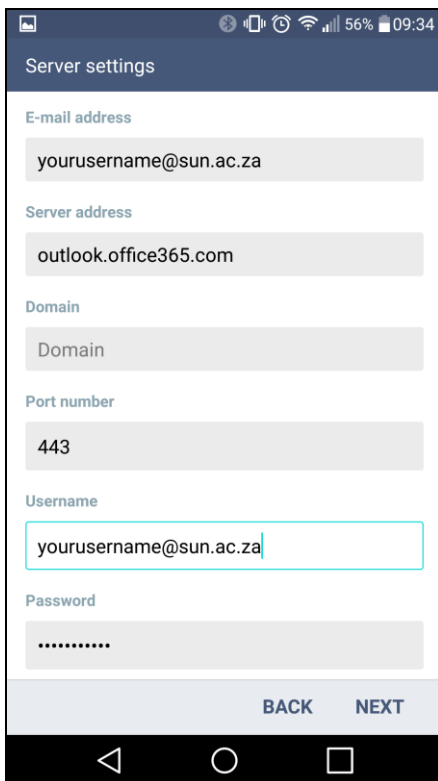
E-mail address  
yourusername@sun.ac.za

Password  
.....

Show password

MANUAL SETUP NEXT

6. Fill in the **Server Address** and **Username** as below.



Server settings

E-mail address  
yourusername@sun.ac.za

Server address  
outlook.office365.com

Domain  
Domain

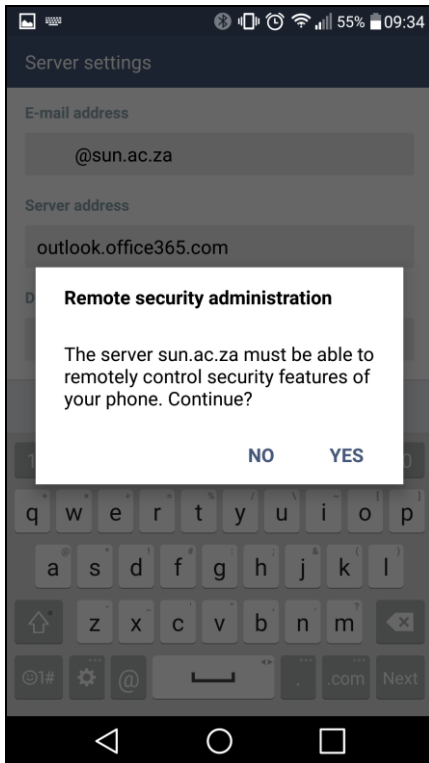
Port number  
443

Username  
yourusername@sun.ac.za

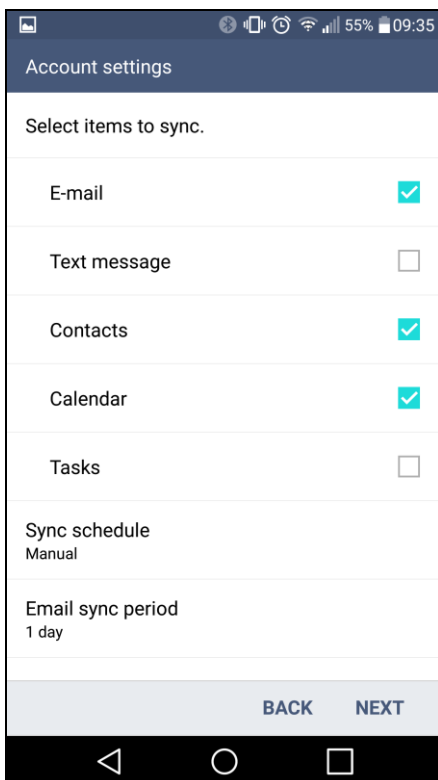
Password  
.....

BACK NEXT

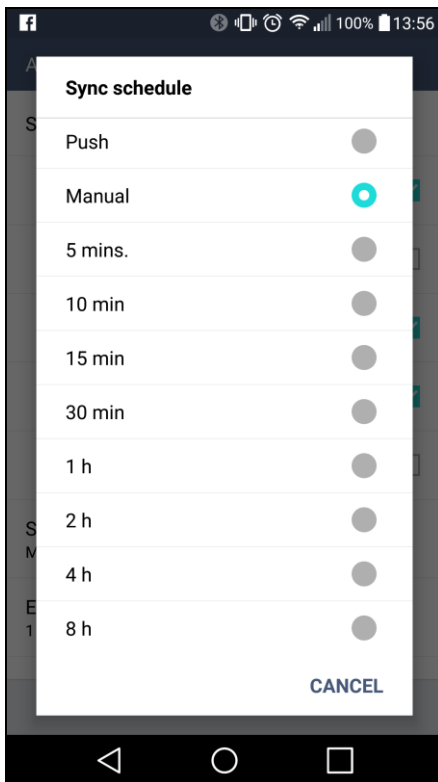
7. Select **Yes** to allow Remote Security Administration.



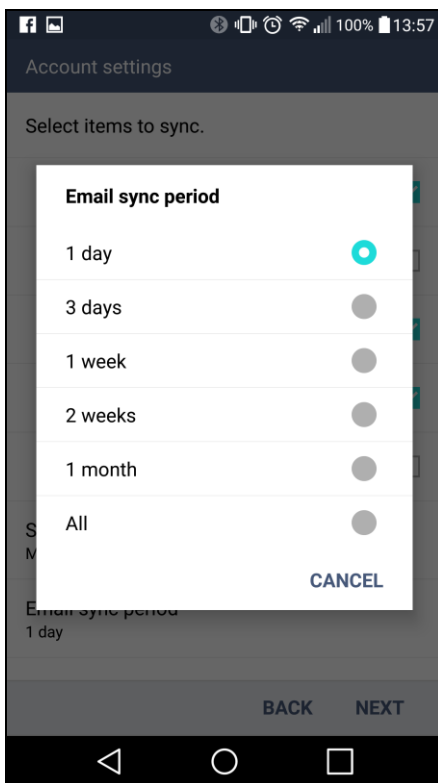
8. Select the item you would like to sync and click **Next**.



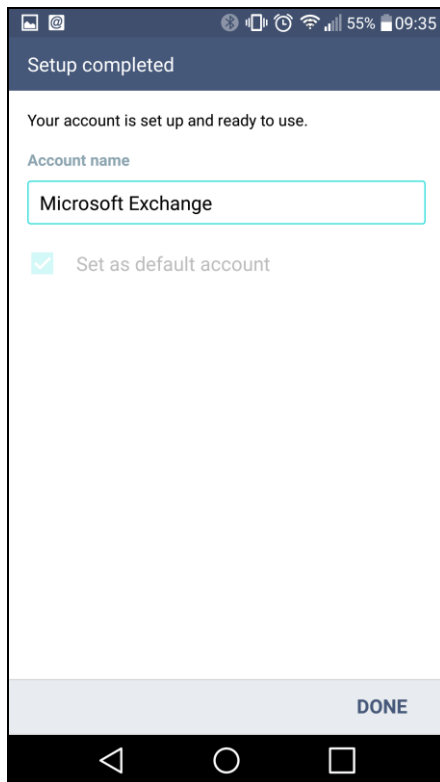
9. Change **Sync Schedule** as needed.



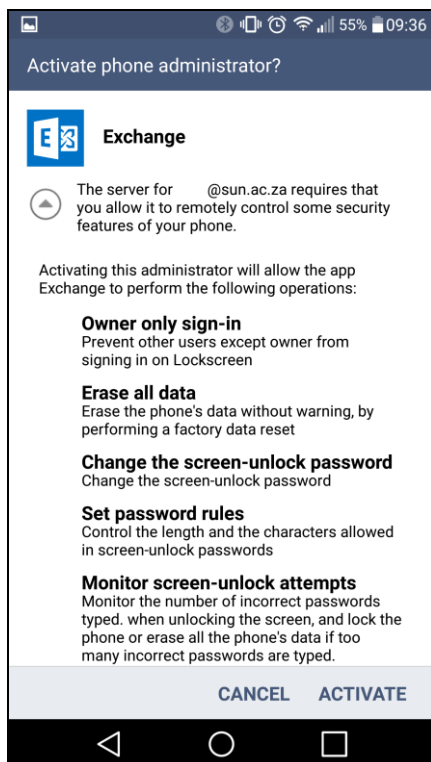
10. Change **E-mail Sync Period** as needed.



11. You can leave the **Account Name** as is and select **Done**.



12. Select **Activate** to enable **Phone Administrator**.



**Note:** This part is helpful when you lose your device. It enables you to choose specific settings to prevent unauthorized access to your e-mail.