Setup Instructions for your Android Phone

This guide will attempt to walk you through setting up your Office 365 account on your Android device. Depending on your device, the screens may look different. Please use this document as a general guide. If you still need assistance, please contact our helpdesk@albright.edu.

-On your phone, navigate to the Settings >Accounts> Add Account

-When you reach the Add Account screen, please select the Microsoft Exchange Active Sync Option
The next screen will prompt you to sign in to Exchange ActiveSync. Please sign in with your Albright email account.

The following will be the Exchange server settings options. This should automatically populate the username and server after you sign in. If this is not the case, you will have to type in your email address along with the server. The server is outlook.office365.com.
- Typically, after you sign in you will receive a message that will look like the following:
-When you receive this message, select OK. You will then be prompted to make some manual changes based on your preference. When you are done, select sign in.
-The final screen will prompt you to activate the device administrator. Once you select activate your account will be completely setup and ready for use.

**Activate device administrator?**

**Email**

Server outlook.office365.com must be able to remotely control some security features on your device.

Activating administrator will allow Email to perform the following operations:

- **Erase all data**
  Erase the phone's data without warning by performing a factory data reset.

- **Set password rules**
  Control the length and the characters allowed in screen-unlock passwords.

- **Monitor screen-unlock attempts**
  Monitor the number of incorrect passwords typed when unlocking the screen and lock the phone or erase all the phone's data if too many incorrect passwords are typed.

- **Lock the screen**
  Control how and when the screen locks.

- **Set lock-screen password expiry**
  Control how frequently the lock-screen password must be changed.