
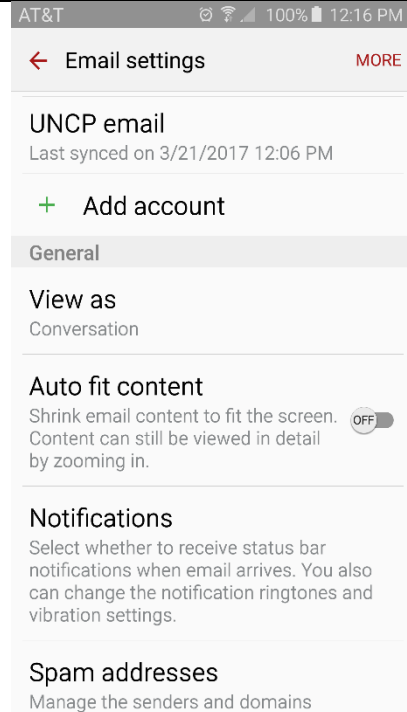


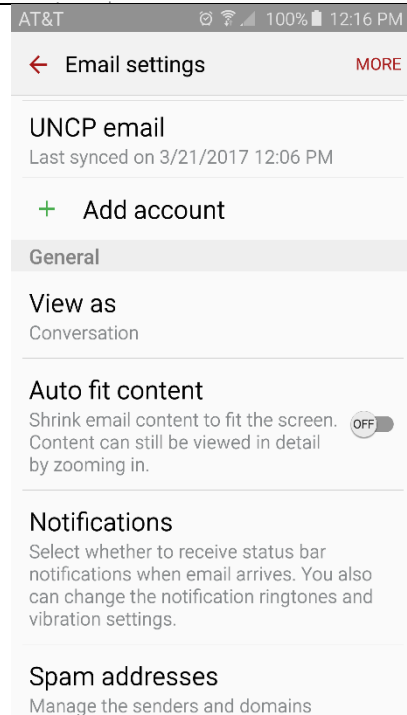


## Configuring Android Phone for Office 365 Email Using Android Email Application

1. Launch the default Android email app  and if you have an existing UNCP profile, click on the “more” in the upper right, then Settings. If you do not have your UNCP account on this phone, skip to step 4.



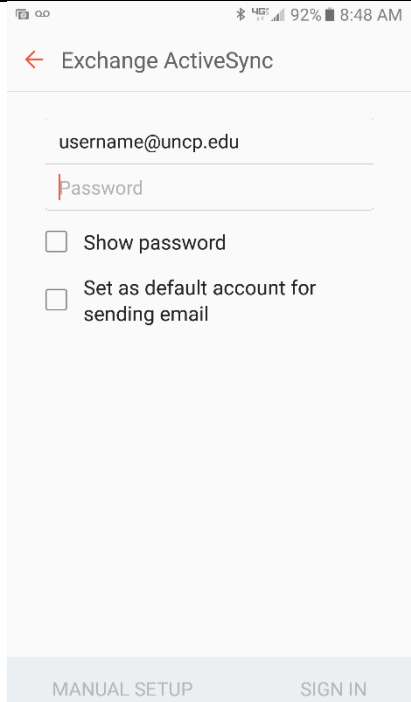
2. Click on your existing UNCP account (“UNCP mail” in this example)



<p>3. Click on “REMOVE” in upper right. Confirm again by clicking on “REMOVE” when prompted.</p>	
<p>4. Now you are ready to create a new account profile on the phone. If not at the Inbox of existing other account, click phone’s back button to get to it.</p>	
<p>5. At the upper right, click on “MORE” and then “Settings”</p>	
<p>6. The phone will list the existing email accounts (if any), and click on “Add account”</p>	

1. When prompted for email address, enter **username@uncp.edu** (where *username* is your UNCP network account username). Password is your UNCP network account password. Optionally, check the box “Set this account as the default for sending emails”, then click “NEXT”.

**Note:** Do not use your actual email address



Exchange ActiveSync

username@uncp.edu

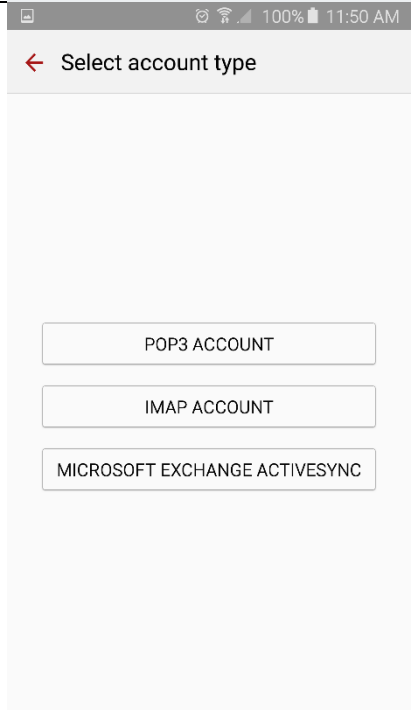
Password

Show password

Set as default account for sending email

MANUAL SETUP SIGN IN

2. Select “MICROSOFT EXCHANGE ACTIVESYNC” for the account type



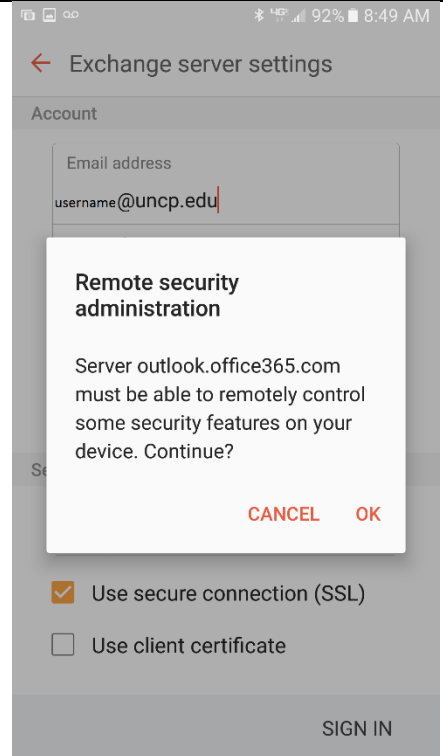
Select account type

POP3 ACCOUNT

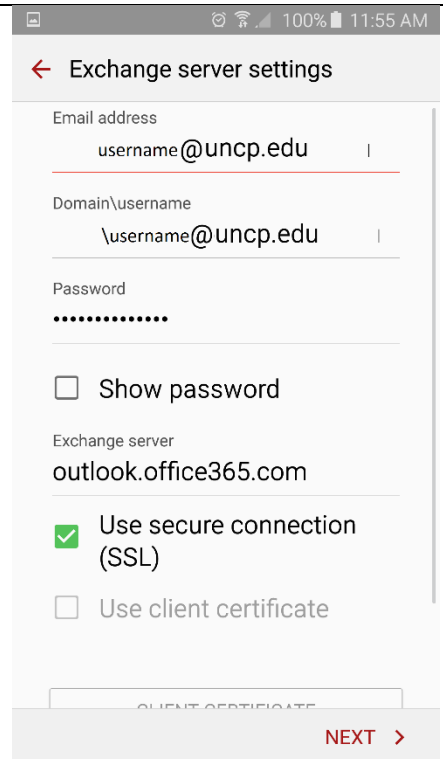
IMAP ACCOUNT

MICROSOFT EXCHANGE ACTIVESYNC

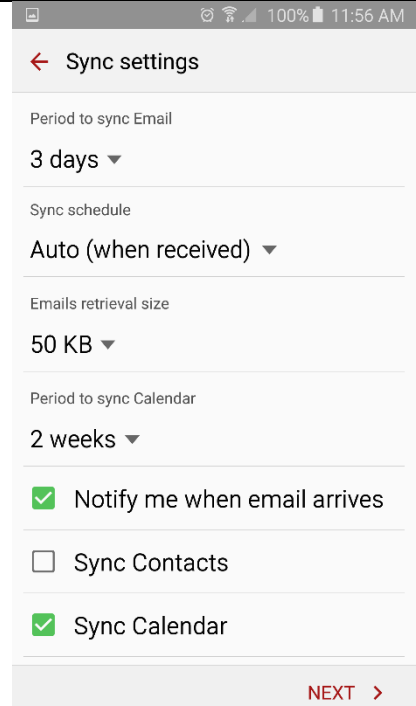
3. If prompted for “Remote Security Administration” from outlook.office365.com, click “OK”



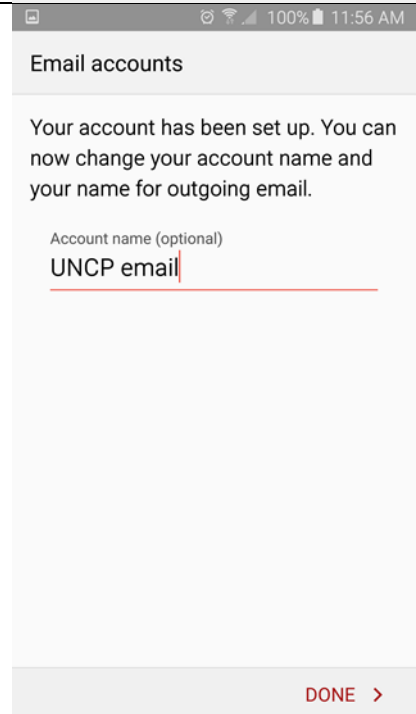
4. If you are presented with this screen, just make sure the “Exchange server” setting is “outlook.office365.com” and the SSL box is checked.



5. When sync settings appear, change defaults as desired. (You can also change these settings in the account's settings later)



6. Name your account (optional) and click "DONE"



7. You're done! Your emails should start to sync and appear.

