Android Settings:

1. From the Applications menu, select Settings -> Accounts > Add Account -> Microsoft Exchange







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← Exchange server settings



2. Type your <u>full email address</u> (for example john.smith@sausd.us), your email <u>password</u>. Select "Next."

3. Enter the following account information and select "Next."

Domain\Username:

Type your full email address in this box. If Domain and Username are separate boxes in your version of Android, leave the Domain box empty and type your full email address in the Username box.

Password:

Use the password that you use to access your mail account.

Exchange Server:

outlook.office365.com



john.smith@sausd.us

4.As soon as your phone verifies the server settings, the Account Options screen will appear. Options available will depend on your version of Android. Once you select your preferences, select "Next."

5. Finally, enter a name (description) for this account, select "Done."

6. In some cases, you might receive a security update message. Select "OK."



Saving screenshot...

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 ks.
- Set lock-screen passweeting
 expiration
 CANCEL ACTIVATE

7. Finally, select "Activate" to the device administrator prompt.