

THIEL COLLEGE

Information Technology Support Center

VISIT US IN AC-125 OR CALL X4000 FOR HELP

Office 365 Email Setup - Android

- 1) *Make sure you are either connected to wireless internet or have good reception before starting*
- 2) If you already have the old Thiel email setup on your Android phone, it is easiest to delete that account from your Android and start over using the following instructions.
 - a. To remove an account go into your *settings*, scroll down until you reach the name of the account, click on the account and hit *remove account*
- 3) Depending on the type of Android device you have these steps may vary
- 4) Open your *application menu*
- 5) Open the *email application*
- 6) If you already have an account set up on your device you will have to go to *account settings* to add a new email, otherwise when you open the application it will prompt for your *email* and *password*
- 7) Enter in the information
 - a. Email This would be your Thiel email address i.e. *youremail@thiel.edu*
 - b. Password This is your account *password*
- 8) Choose *Exchange* as your account *type* and then press *next*
- 9) Press next and wait for the Android device to retrieve your information
- 10) Enter in the information
 - a. Domain Leave this blank
 - b. Username Enter your *9 digit ID number @thiel.edu* (i.e. 110111111@thiel.edu)
 - c. Password If this is blank retype your account *password*, otherwise continue to the next piece of information
 - d. Server Enter in *outlook.office365.com* as the server
 - e. 'Use secure connection (SSL)' box should be checked
 - f. ****Some phones may have the domain and username section combined to look like *Domain\Username* if this is the case type a ' \' before your username (i.e. \110111111@thiel.edu)**
- 11) After creating the account you can go back into the account settings to change the items you wish to synchronize, or to modify other synchronization options.
- 12) At this point your android device will start to synchronize information with your Thiel email account. Depending on the data connection speed of the device and how much data you have in your mailbox to synchronize, this process may take some time.