

## Office 365 Android Mail Setup

**Note not all Android devices are the same so some settings may differ on your device.**

1. **Open the Mail app** on your device and add a **new account**.
2. Select the option for an **Exchange server**, which may appear as, but is not necessarily limited to, Microsoft Exchange, or Microsoft Exchange ActiveSync.
3. When prompted to **add your account**, enter your **full MISDA Email Address** as the user name and your MISDA password.
4. Select **Next** to continue. The auto-discover process should automatically locate the server and move to the **Exchange ActiveSync settings window**. If this occurs you may skip to step 7.
5. If the auto-configure process fails to locate the server, you will need to enter the information manually. Required settings are provided below.
6. Verify your account settings. Specific settings are provided below:
  - Email Address: **jmctest@misda.org**
  - Server Address: **outlook.office365.com**
  - Domain: **None (Leave blank)**
  - Username: **jmctest@misda.org**
  - Password: **Your MISDA password**
  - Secure (SSL) Connection: **Enabled**
7. Select **Next** to move to the Exchange ActiveSync settings window.
8. Continue to the completion screen. The account name will likely default to misda.org, however you may adjust it as desired. **Select Finish, or the equivalent provided by your app**, to complete the process. The account will now be ready for use. The setup process will typically deposit you in the Inbox once it completes.

**Note: Modified from the following Website: <https://education.msu.edu/resources/technology-and-data/technology/>**