

Please use steps provided below to setup Microsoft Office 365 Email on Android devices

STEP 1: Tap the “All Apps” button from home screen.

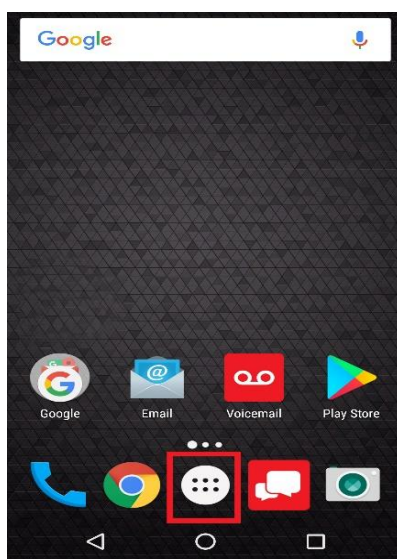


Figure 1

STEP 2: Tap on “Settings”

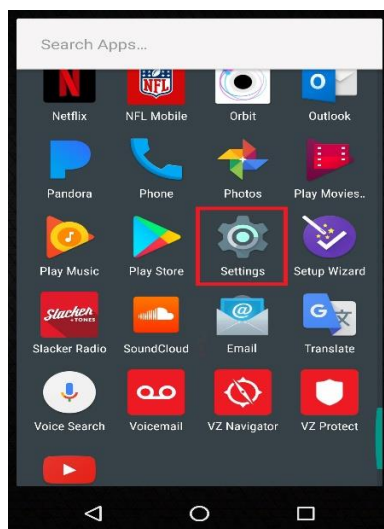


Figure 2

STEP 3: Tap on “Accounts”

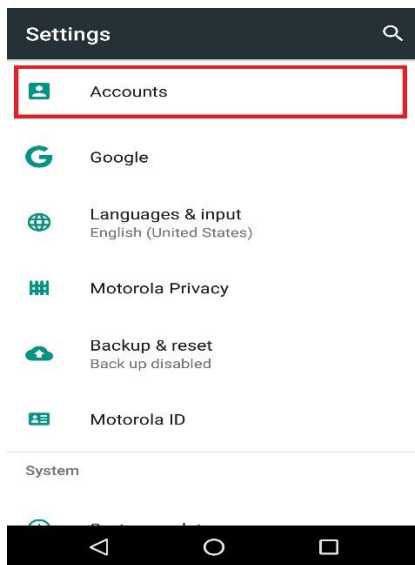


Figure 3

STEP 4: Tap on “Add Account”

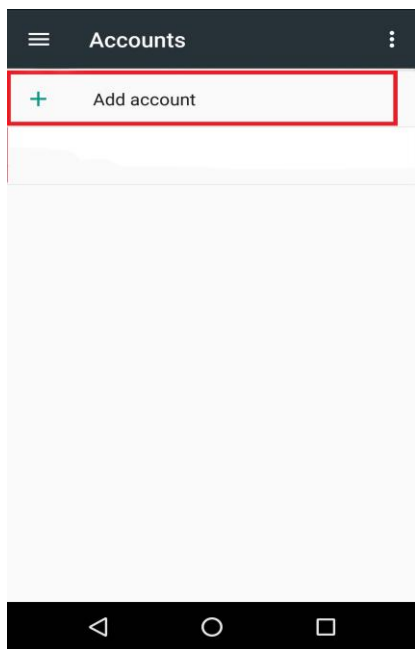


Figure 4

STEP 5: Tap “Corporate” button. If using the **Microsoft Outlook App** is your preference skip to **Step 12. (For Outlook App See Figure 14, 15 and 16)**

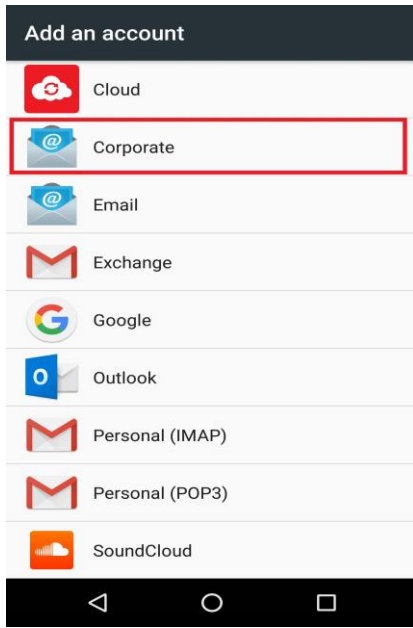


Figure 5

STEP 6: 1. Enter your FVSU Email (a) Then tap the “Next” button (b). (See Figure 6)

2. Enter your Password. Then tap the “Next” button. (See Figure 7)

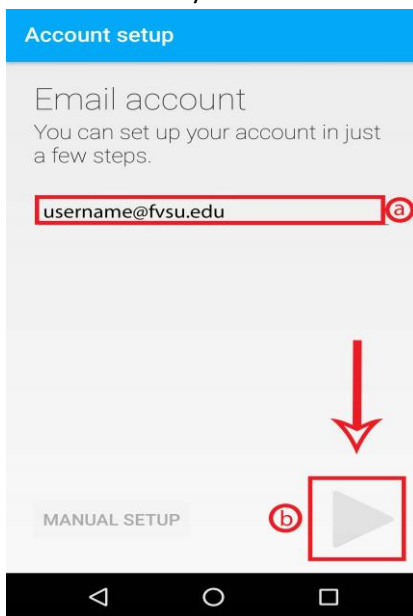


Figure 6

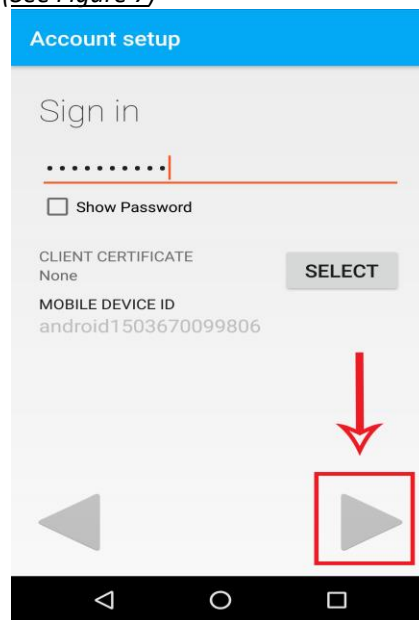


Figure 7

STEP 7: Incoming Server Settings. Enter your **FVSU Username** and **Password**. Scroll down and enter under Server **outlook.office365.com**. Port should already be set to **443** as default. Tap the **“Next”** button to continue.

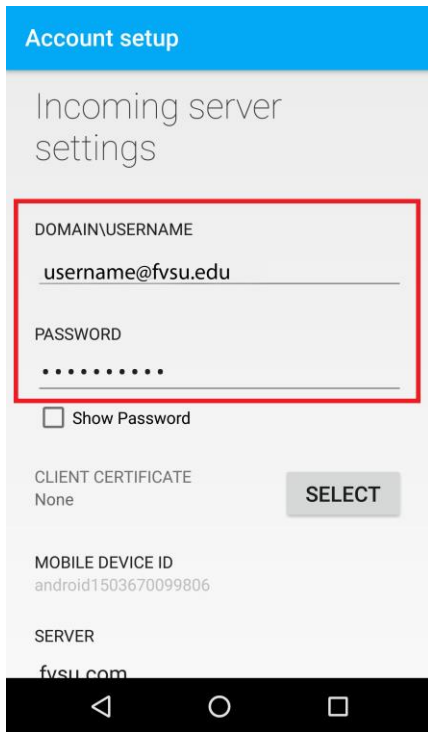


Figure 8



Figure 9

STEP 8: Account Sync Options.

In this section you can choose what, how much, and when to sync your **Emails, Calendar** etc.

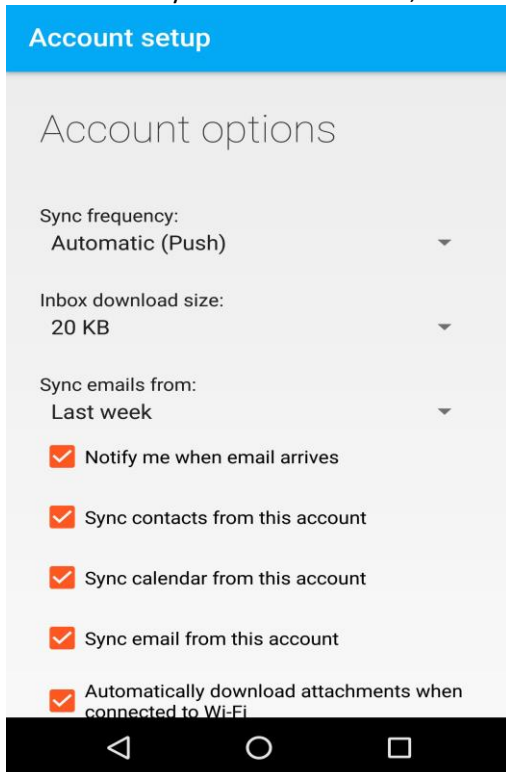


Figure 10

STEP 9: Remote Security Administration

When prompted select "Ok"

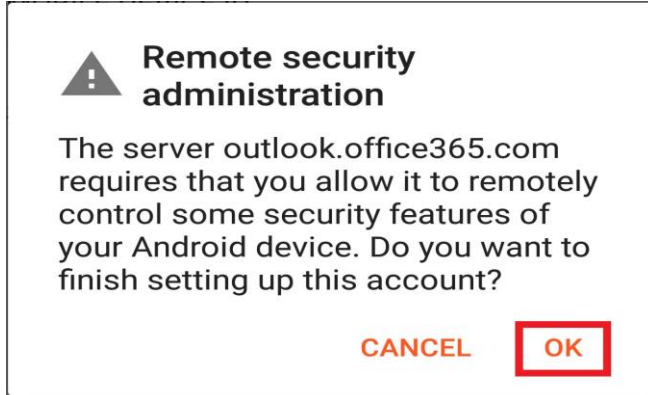


Figure 11

STEP 10: Activate The Device Administrator

From the *Device Administrator* prompt tap "Activate" or "Activate this Device Administrator"

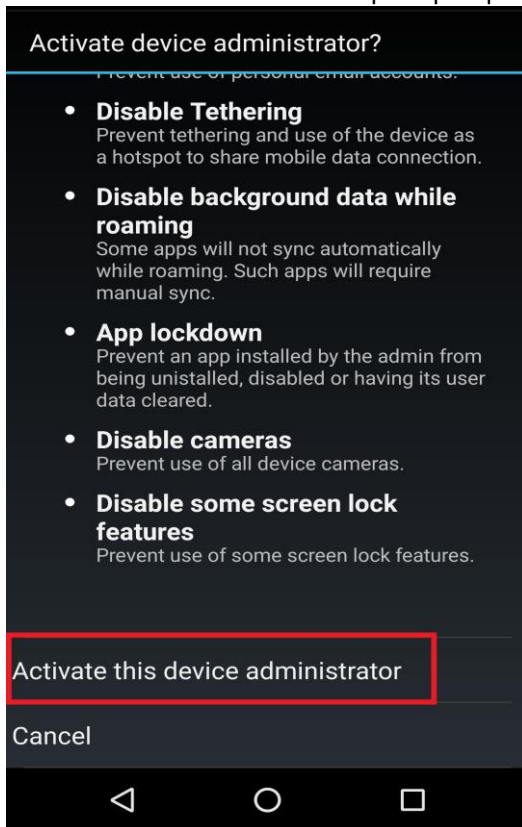


Figure 12

STEP 11: Enter an Account Name

For the Account Name type **FVSU** or **FVSU MAIL**. Tap “Next” to complete setup.

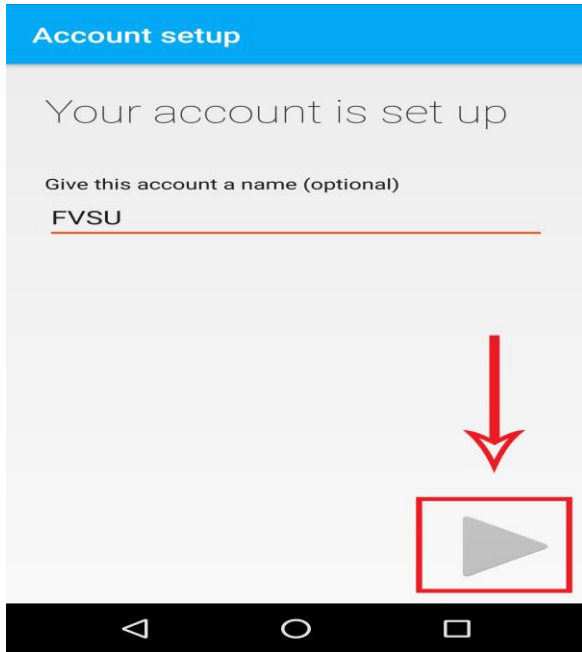


Figure 13

STEP 12: Outlook Email App

Tap the “Outlook” button to continue

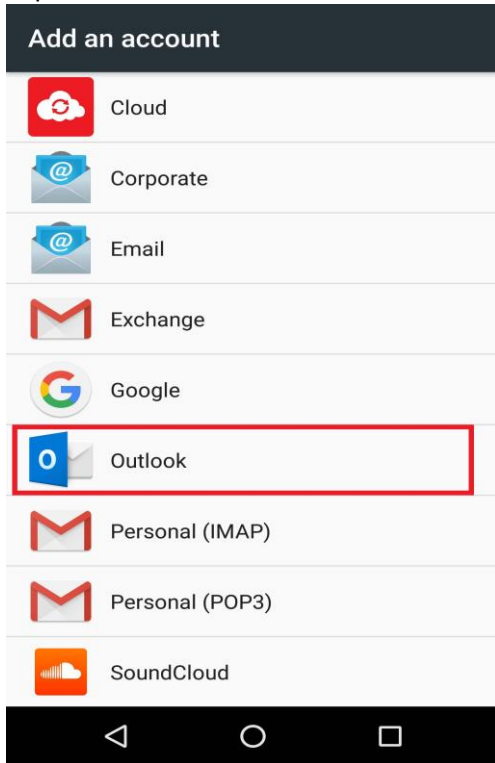
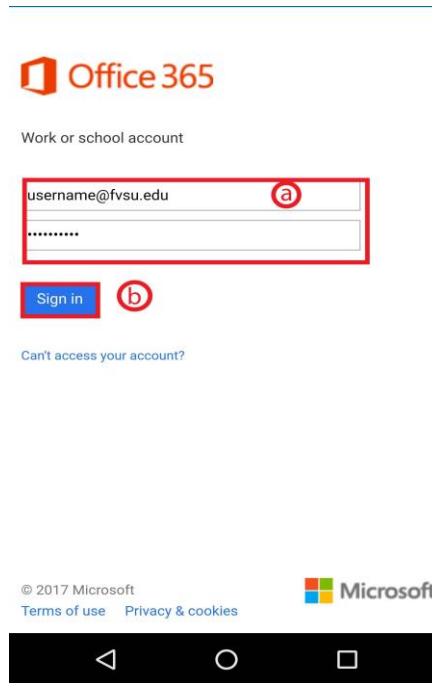
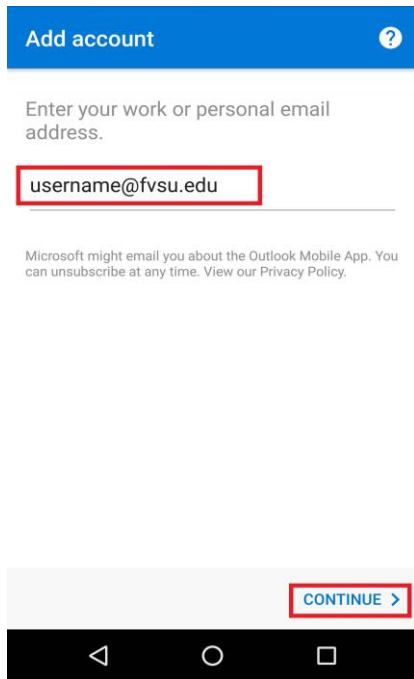


Figure 14

Enter **FVSU Email** and tap “**Continue**”
Enter **Password** and tap “**Sign In**”



NOTE: If the device freezes on setup, remove the account to FVSU Email, restart device and re-apply steps.

For additional support please contact the ITHelpDesk @ 478-825-6228 or Email @ ithelpdesk@fvsu.edu.

