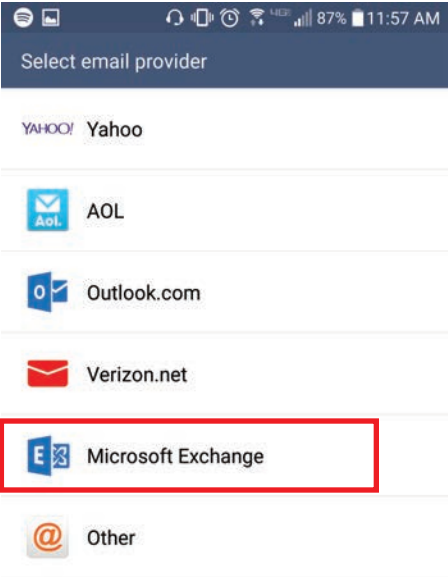
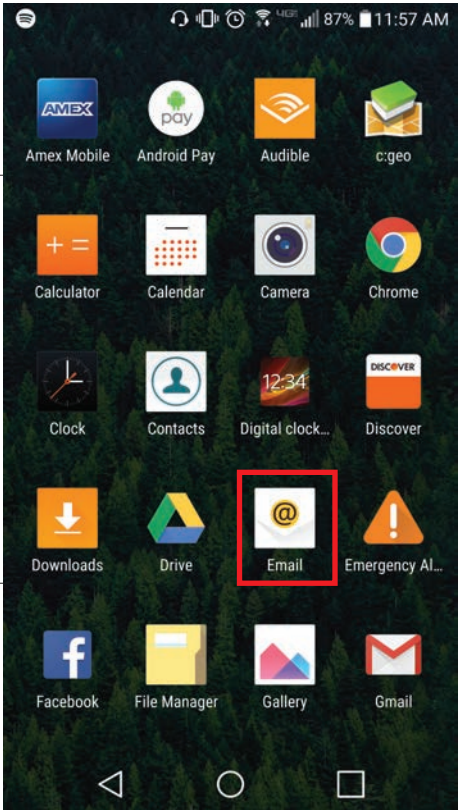


# Office 365 Setup Guide for Android Devices

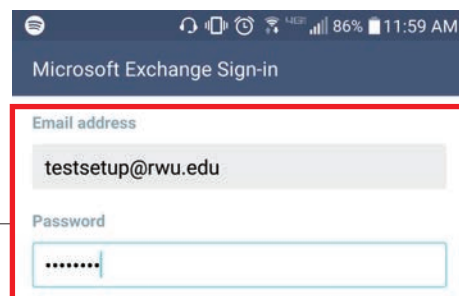
Begin by downloading clicking the E-mail icon.



Select Microsoft Exchange from the list of e-mail providers



Enter your **RWU e-mail** into the **Email** field. Enter your password into the **Password** field. If you have not changed your password, the default is the initials of your first and last name, followed by the last four digits of your social security number, followed by RWU (ex. jd1234RWU). If you have changed it in the past, use the password you have created.



Microsoft Exchange Sign-in

Email address

testsetup@rwu.edu

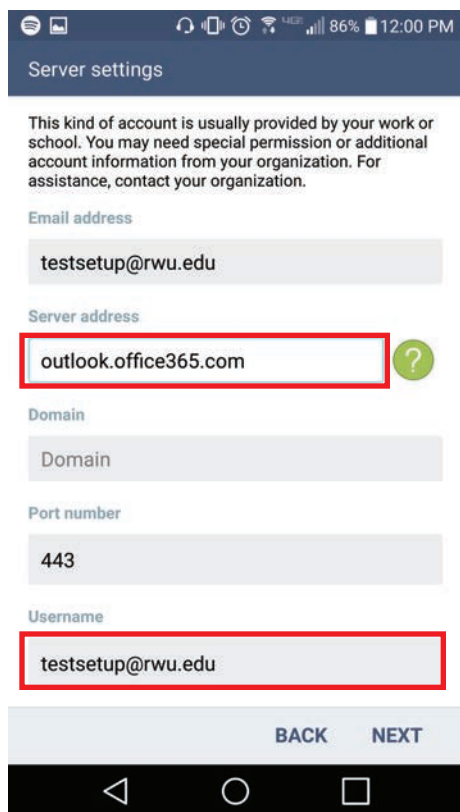
Password

.....

☐ Show password

MANUAL SETUP NEXT

◀ ○ ◻



Server settings

This kind of account is usually provided by your work or school. You may need special permission or additional account information from your organization. For assistance, contact your organization.

Email address

testsetup@rwu.edu

Server address

outlook.office365.com ?

Domain

Domain

Port number

443

Username

testsetup@rwu.edu

BACK NEXT

◀ ○ ◻

Enter outlook.office365.com into the Server address field. Ensure that your username matches the email address you used in the Email address field at the top of the screenshot.

Ensure that all of your settings (besides your username and password) match what is displayed in the screenshot to the right. Nothing on this page should be modified except for your username, password, and Server.

Server settings

Domain

Domain

Port number

443

Username

testsetup@rwu.edu

Password

.....

☐ Show password

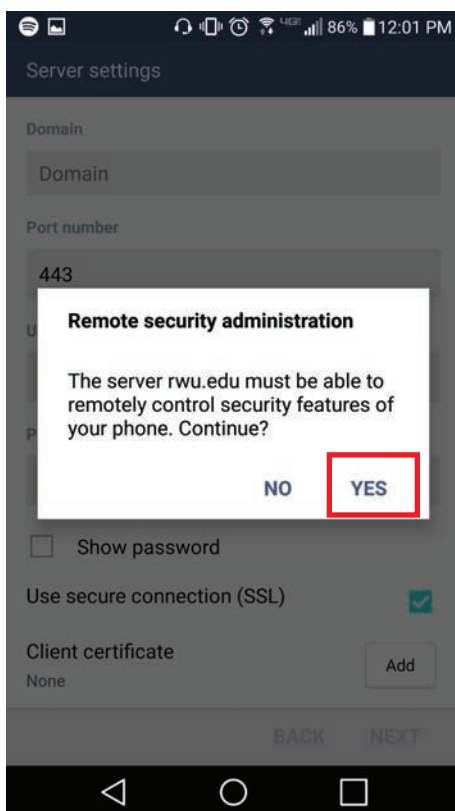
Use secure connection (SSL) ☒

Client certificate

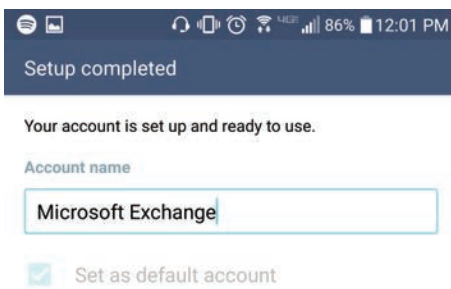
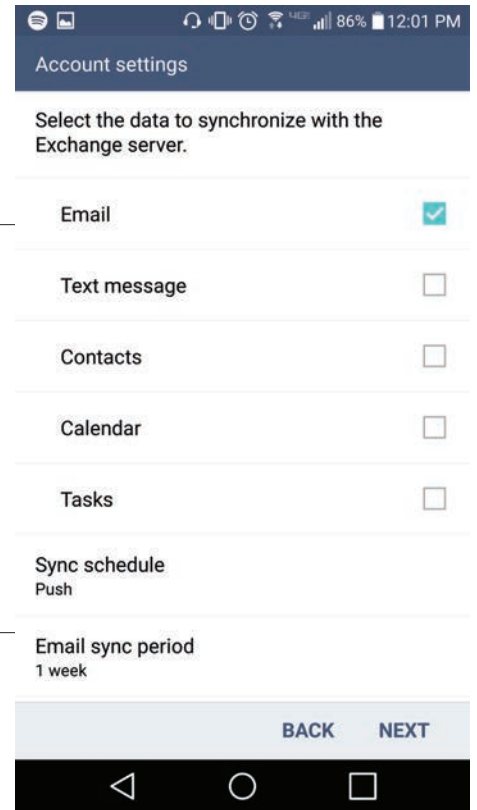
None Add

BACK NEXT

Click yes to proceed.



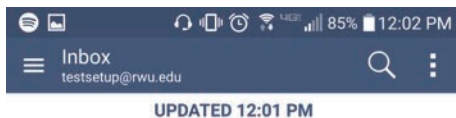
Select the items you wished synced onto your phone from your RWU email address. This screenshot demonstrates that only email addresses will be synced onto the phone.



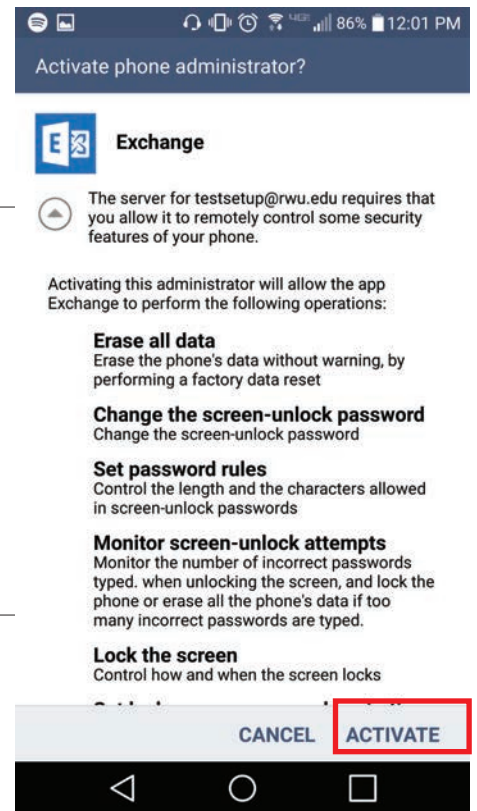
Your account name is up to you to decide. Make it whatever you like, or leave it as a default. This is the name that your RWU mailbox will be named.



Click activate to enable Exchange on your phone and allow it to function



No emails



This is the inbox that you will see after activating the app. If you have selected your mail to sync, your existing messages will be displayed here once they are loaded.

If you have any questions, please do not hesitate to contact the **MediaTech** Desk by phone at (401) 254-6363, or at the **MediaTech** Help Desk located in the **RWU Main Library**.