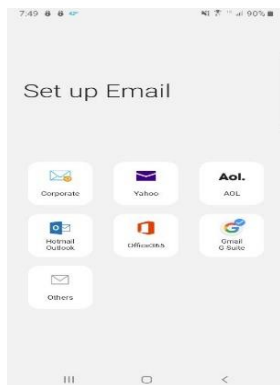


O365 Email Setup - Android

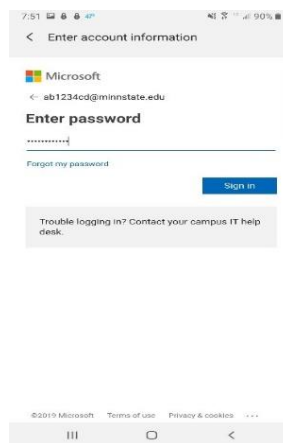
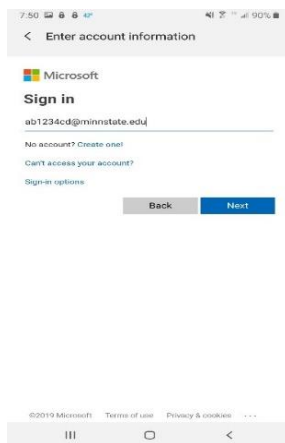
Using Email App:

- 1) Open the Mail application
- 2) Select "Office365"

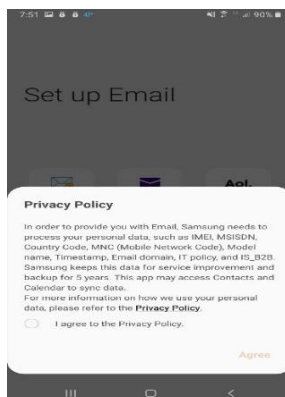


- 3) On the "Sign-On" screen enter your email address & password

- starid@go.minnstate.edu Student
- starid@minnstate.edu Faculty/Staff



- 4) Check the "I agree to the Privacy Policy", select "Agree"

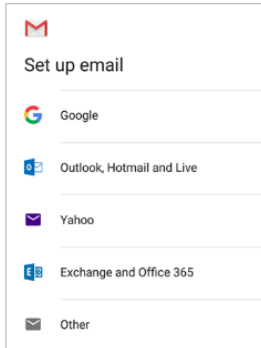


- 5) Respond to the preferences prompts, as desired

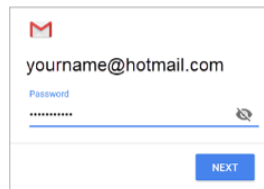
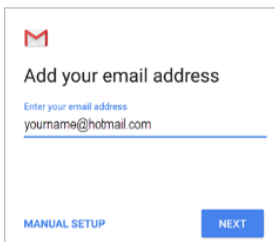
O365 Email Setup - Android

Using Gmail app:

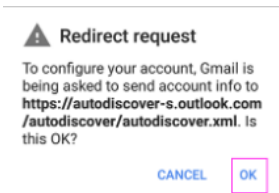
- 1) Open the Gmail app:
 - Select “Settings” in the menu
 - Add Account
 - Select “Exchange and Office 365”



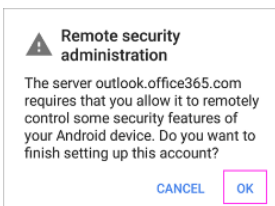
- 2) On the “Sign-On” screen enter your email address & password
 - starid@go.minnstate.edu Student
 - starid@minnstate.edu Faculty/Staff



- 3) Select “OK”, if you get a “Redirect request” message



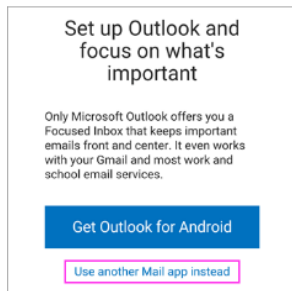
- 4) On the “Incoming Server Settings” screen
 - Server name = outlook.office365.com
 - Respond yes to any prompts for Security, Device permissions, Sync settings, etc.
 - Select “OK”, if you get a “Remote security administration” prompt



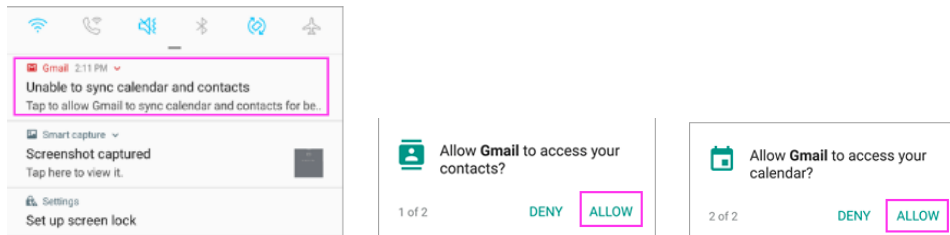
O365 Email Setup - Android

5) Check for Sync error messages

- Check Inbox for “Action Required to Sync Email” message
 - Open and select “Use another Mail app instead”



- Check Notifications for “Unable to sync calendar and contacts” message
 - Open the notification and select “Allow”



For additional assistance see Microsoft support

<https://support.office.com/en-us/article/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-US&rs=en-US&ad=US>