Users that already had Exchange set up on their devices will need to remove and re-add their University Exchange account. If you are setting up or configuring the Mail App for Office 365 for the first time, skip to Configure a New Account below.

NOTE: There are many versions of Android devices, so the images below may be slightly different on your Android device.

Delete an Existing Account

1. Launch the Settings app.

2. Tap Accounts.

3. Tap Exchange.

4. Tap your University account (your email address is displayed).

5. Tap the More Options icon.
Configure a New Account

1. Launch the Settings app.

2. Tap Accounts.

3. Tap Add account.
4. Tap **Exchange**.

5. Type your University email address in the **Email Address** field.

6. Tap **Next**.

7. Type your University password in the **Password** field.

8. Tap **Next**.

9. Type `outlook.office365.com` in the **SERVER** field.
10. Tap **Next**.

11. Tap **OK**.

12. Tap **Next**.

13. Tap **Activate**.

   *NOTE: Taping OK will require your Android phone to use a password to unlock your phone.*

14. Click **Next**.