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.
6. Tap **Remove account**.

7. Tap **REMOVE ACCOUNT**.

   **Remove account?**

   Removing this account will delete all of its messages, contacts, and other data from the phone!

   - CANCEL
   - REMOVE ACCOUNT

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**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**.

**Remote security administration**

The server outlook.office365.com requires that you allow it to remotely control some security features of your Android device. Do you want to finish setting up this account?

CANCEL  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**.