Setup Office 365 on Android

Due to the different varieties of Android based devices on the market, the screenshots might look different than what are displayed in this document.

1. Open the Android Settings menu
2. Scroll down and select Add Account
3. Select either Microsoft Exchange Activesync or Corporate
4. Type in your primary email address along with your NetID password into the appropriate fields and select Next

Students/ Staff/ Faculty: first.last@duke.edu
Daytime Students graduating in May 2015: first.last@fuqua.duke.edu

5. The Account Setup/Server Settings screen should appear. Type your netid@duke.edu into the Domain\Username field and outlook.office365.com into the Server field. Leave a checkmark in the Use secure connection (SSL) field. Select Next
6. Either an Activation or Remote security administration prompt will appear. Choose OK to proceed.

![Activation prompt](image)

7. Set the options that you want *(the defaults are recommended)* at the Account options/settings screen and select Next.

![Account options](image)

8. If prompted, you must activate the device administrator.
9. Give the account a name, select **Next** and your Android is setup for Office 365