Instructions for Duke University Office 365 users: Configuring Android devices Mar 4, 2014

Note: if you already have an account for your Duke Exchange email, you **must** delete that account before adding the account for Office 365. Deleting the account on your device does not remove any data from your Office 365 account in the cloud.

Note: These screen shots were made on a Galaxy Nexus running Android version 4.2.2 (Jellybean.) Setup instructions may vary on different Android versions and devices.

- 1. If you have an existing account, do the following first:
 - 1. Open the Android settings menu.
 - To remove an existing account, Select Corporate. (This may appear with a different name, such as Microsoft Exchange ActiveSync.)
 - 3. Select your existing account.
 - 4. Select settings in the upper right (may be 3 small blocks, one atop the other).
 - 5. Select Remove Account.
 - 6. Confirm removing the account.
- 2. Open Android settings menu.
- 3. Select Add account.
- 4. Select **Corporate**. (This may appear with a different name, such as **Microsoft Exchange ActiveSync**.)
- 5. The Add an Exchange Account screen appears.
- 6. Enter your Email address (e.g., john.q.smith@law.duke.edu) and your NetID password then select **Next.**
- 7. If asked to specify the type of account, select **Exchange** or **ActiveSync**.
- 8. If you receive a message regarding problems with account setup, select Edit details.





- 9. The Account setup / Server settings screen appears.
- In the username field, replace your email address with NetID@duke.edu. (For example, for the NetID hiro, you would enter hiro@duke.edu.) Do not use netid@win.duke.edu or netid@dhe.duke.edu.
- 11. In the password field, enter your NetID password if it is not already filled in.
- 12. In the Server field, enter outlook.office365.com .
- 13. Select Use SSL and Accept all SSL certificates.
- 14. If it is not already specified, enter **443** in the Port field.
- 15. Select Next.

16. A "Remote security administration" dialog appears. Select **OK**.



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- 17. An Account options screen appears.
- 18. Leave these settings at their default values unless you know you need to change them. Press Next. If you have questions about these settings, contact your local IT support or the OIT Service Desk.



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20.	You must activate the device administrator.	Select
	Activate.	



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