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.
    2. 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.
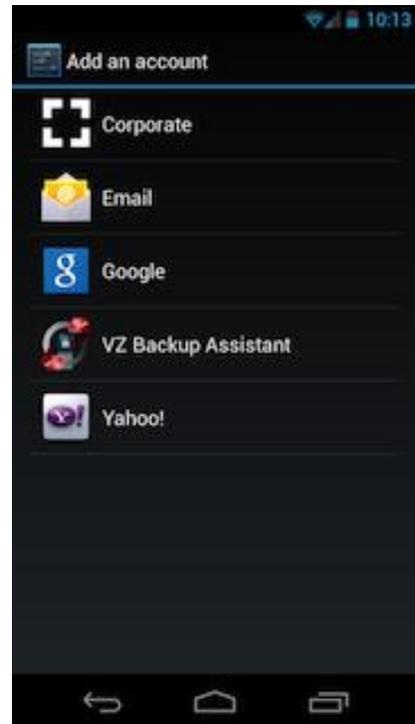
9. The Account setup / Server settings screen appears.

10. 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**.
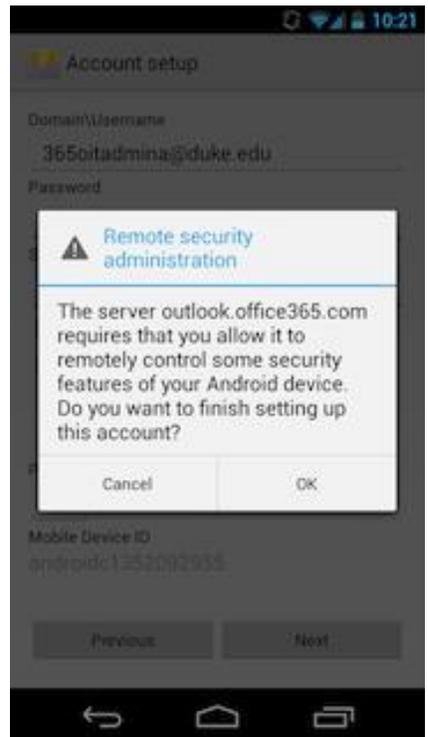
17. An Account options screen appears.

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.
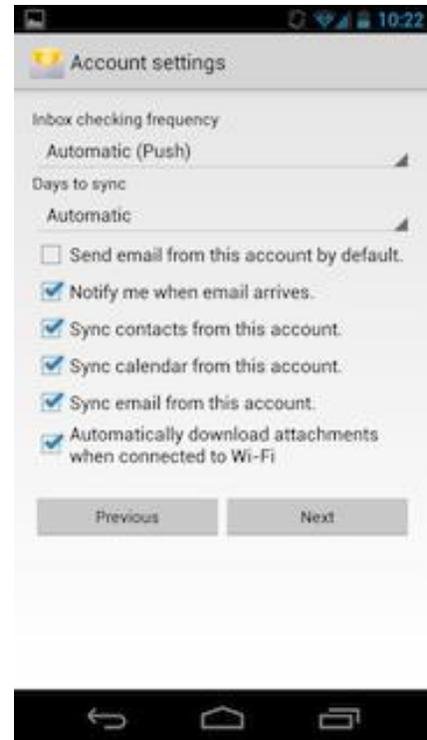
19. If you are prompted to update your security settings, select **OK**.
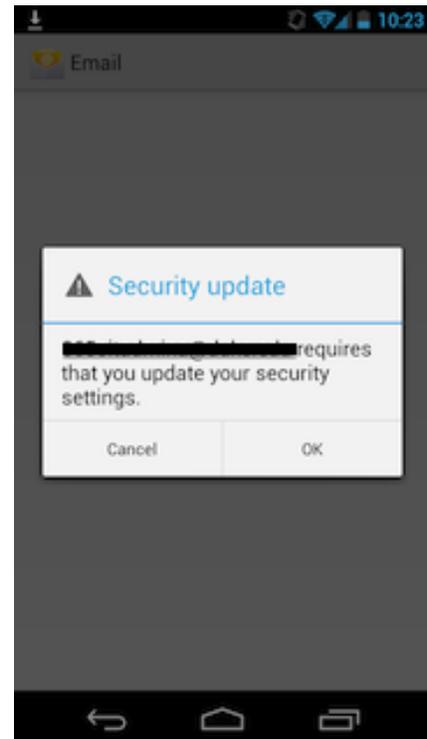
20. You must activate the device administrator. Select **Activate**.
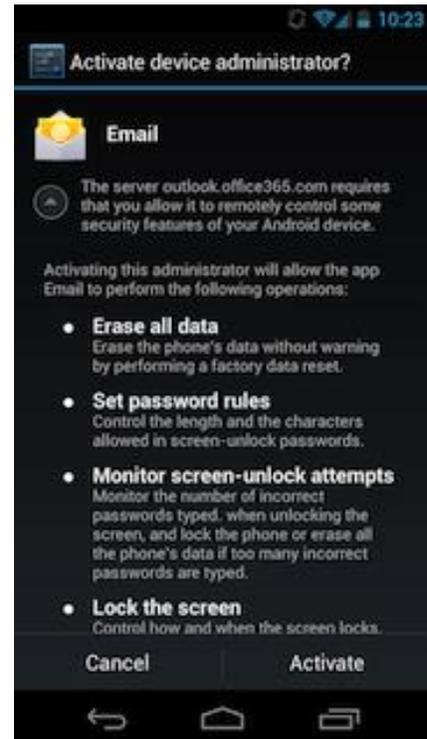
21. Select **Next** and you're all set!