Instructions for Duke University Office 365 users: Configuring Android devices  
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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.

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!