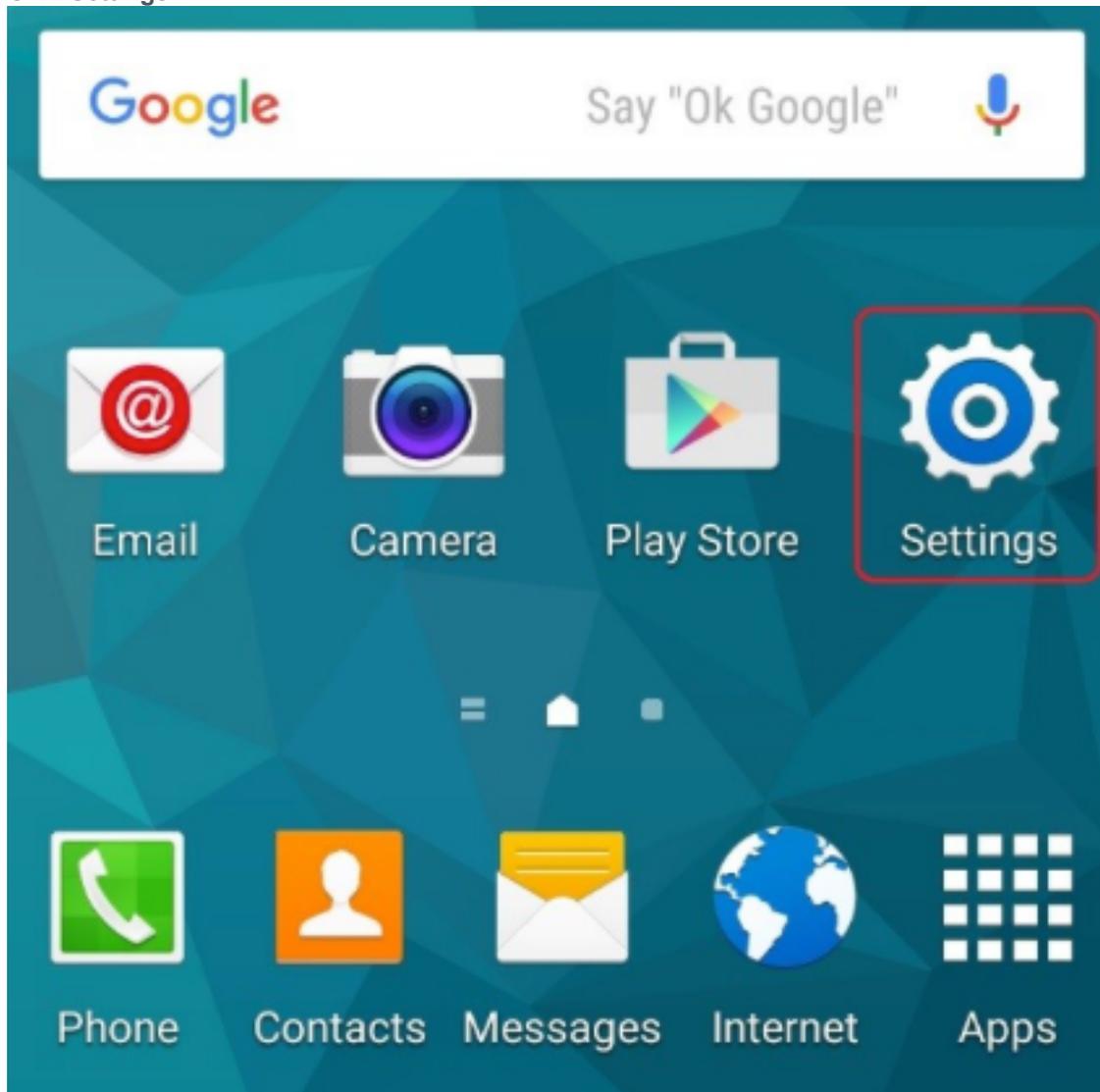


How Do I Set Up Microsoft Office 365 Email on My Android device?

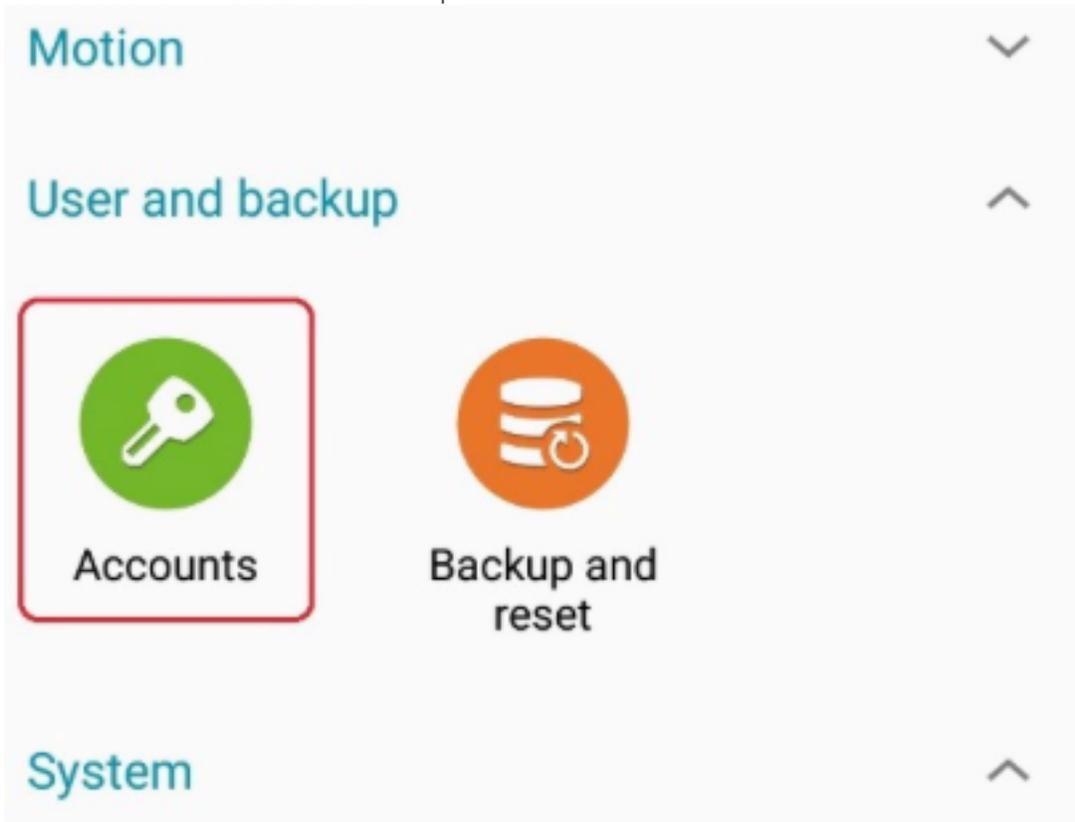
Note: these instructions will not apply to students, faculty, and staff of UK HealthCare who are utilizing local Exchange email. Please contact the UK HealthCare Service Desk at 859-323-8586 for assistance.

Android:

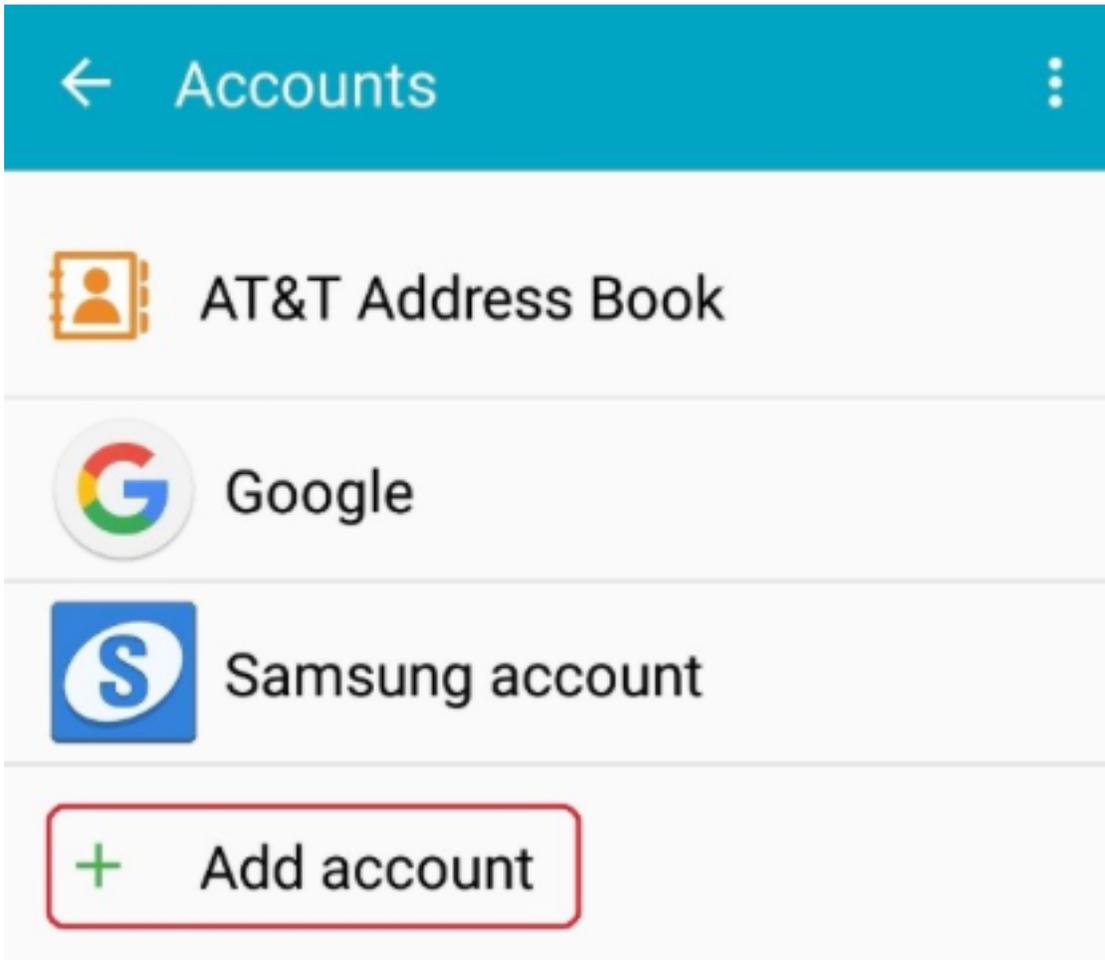
1. Click **Settings**.



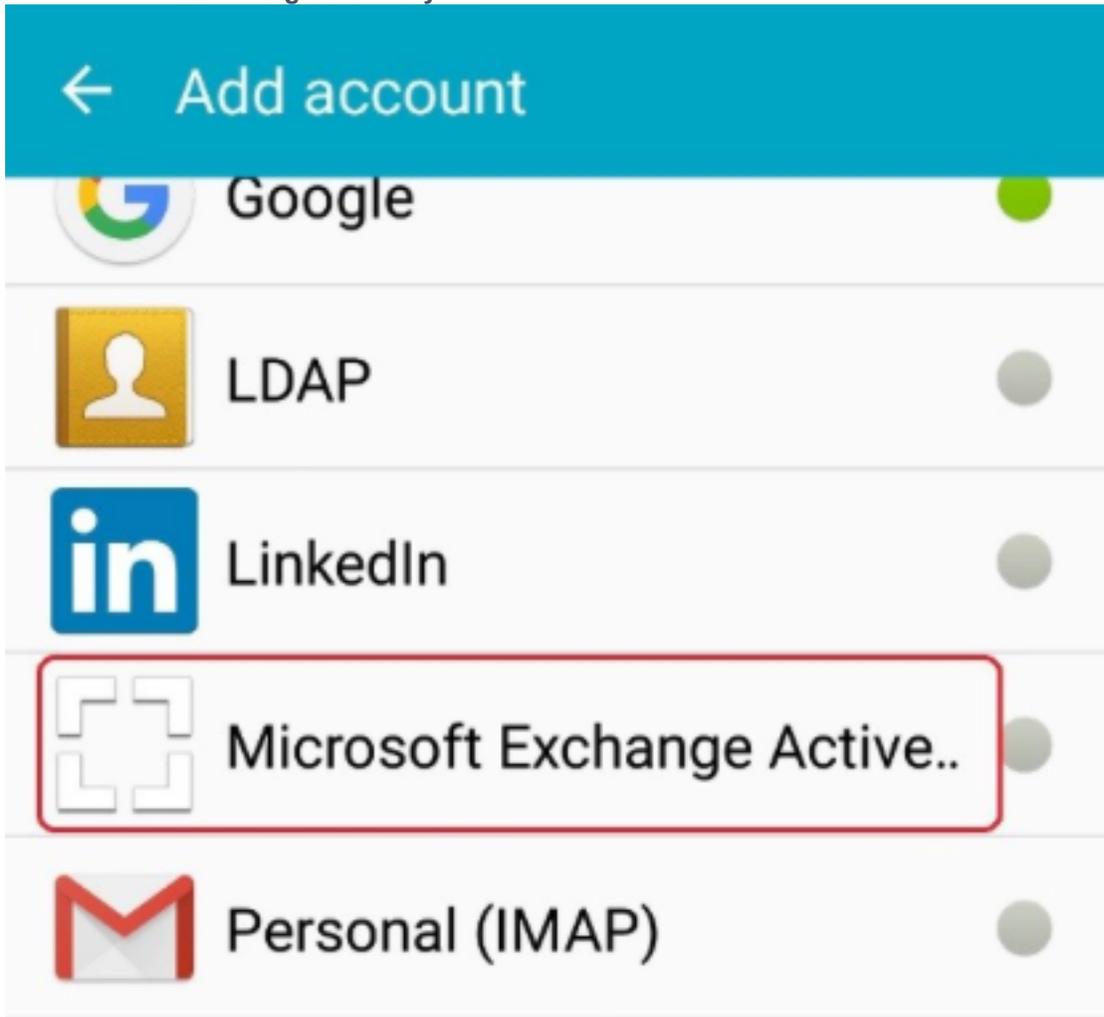
2. Click **Accounts** under User and backup.



3. Click **Add account**.



4. Click **Microsoft Exchange Active Sync.**



5. To log in, use <linkblue>@uky.edu (example: abcd123@uky.edu) and linkblue password.

Exchange ActiveSync

Configure Exchange account in a few steps.

linkblue@uky.edu

.....

Show password

MANUAL SETUP

NEXT >

6. The Exchange server will be: outlook.office365.com. Click **NEXT**.

The screenshot shows a mobile application interface for configuring an Exchange server. At the top, there is a blue header with a back arrow and the text "Exchange server settings". Below the header, the form contains several fields and options:

- Email address:** linkblue@uky.edu
- Domain\username:** \linkblue@uky.edu (highlighted with a red box)
- Password:** masked with eight dots
- Show password:** checkbox (unchecked)
- Exchange server:** outlook.office365.com (highlighted with a red box)
- Use secure connection (SSL):** checkbox (checked with a green checkmark)
- Use client certificate:** checkbox (unchecked)
- CLIENT CERTIFICATE:** a button that is currently disabled (greyed out)
- NEXT >** (highlighted with a red box)

7. Activate by clicking **OK**.

Activation

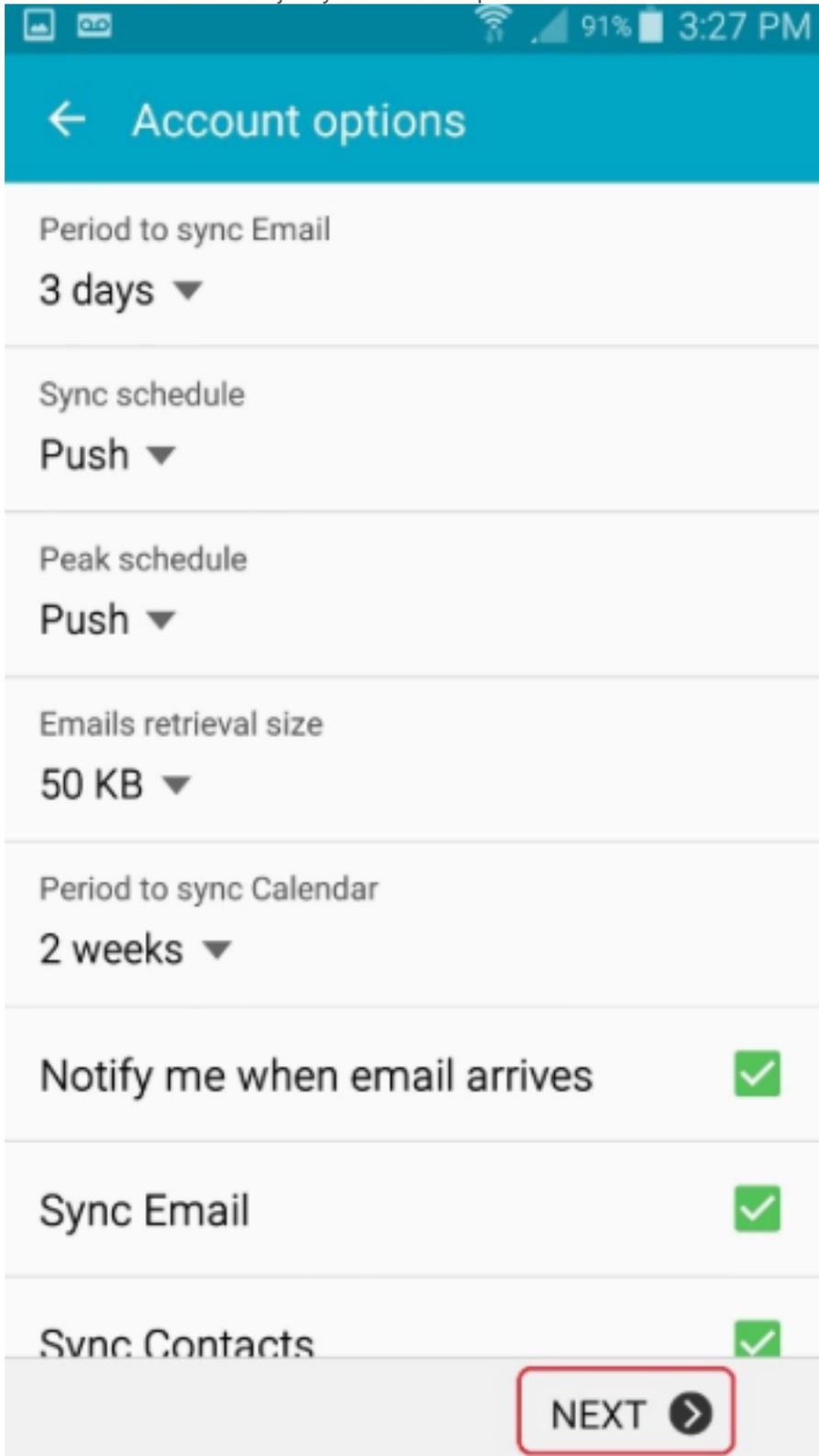
By activating this application, you accept that some of your device data (the unique device identifier and model name) will be stored, processed and used by Samsung to report the activation of this application to the licensors of the application software. Data held by Samsung will be dealt with strictly in accordance with Samsung's privacy policy which is available at www.samsung.com. Continue?

Do not show again

CANCEL

OK

8. You will now be able to adjust your account options. Click **NEXT** when finished.



9. Click **ACTIVATE**.

Activate device administrator?



Email

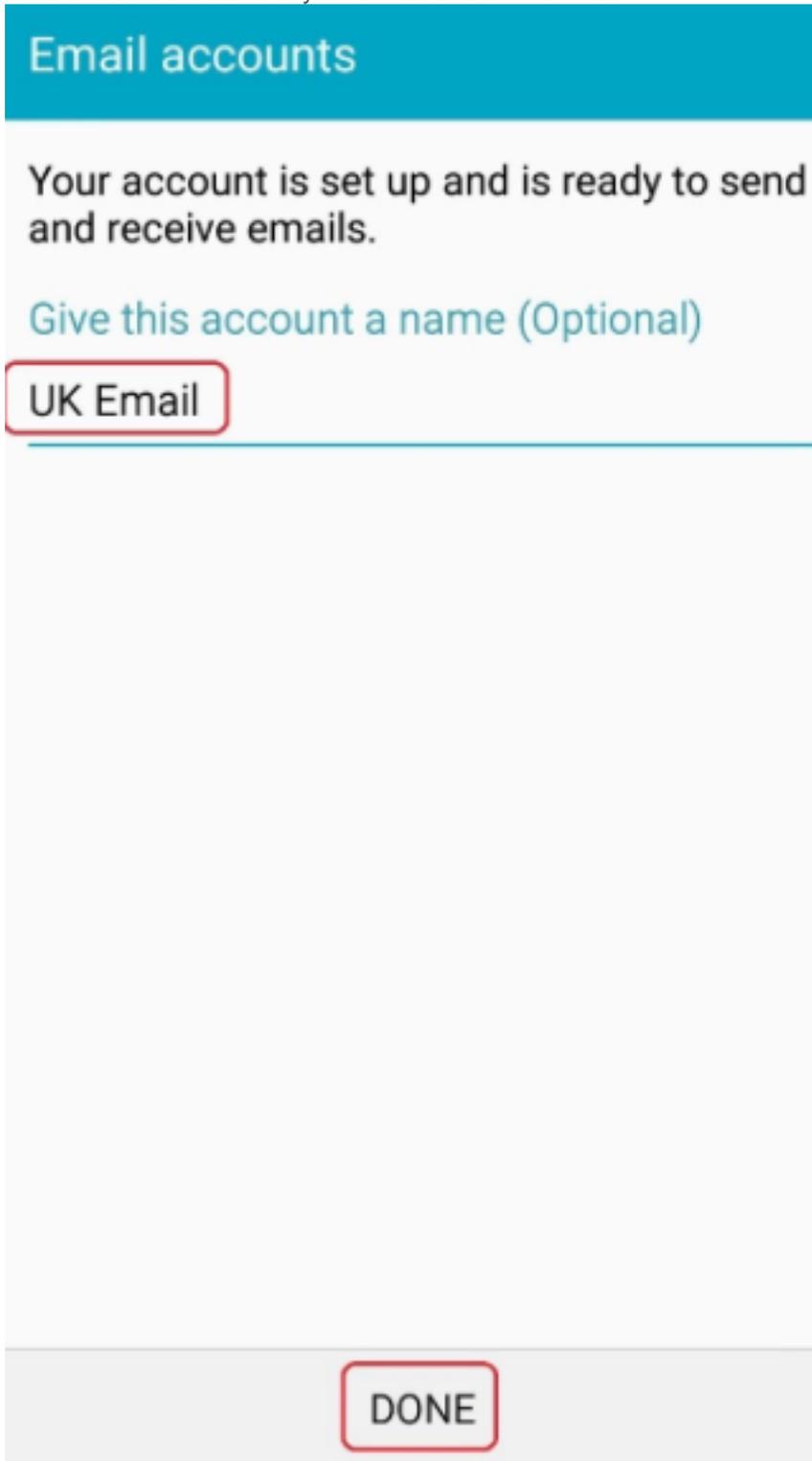
 Server outlook.office365.com must be able to remotely control some security features on your device.

Activating administrator will allow Email to perform the following operations:

- **Erase all data**
Erase the phone's data without warning by performing a factory data reset.
- **Set password rules**
Control the length and the characters allowed in screen-unlock passwords.
- **Monitor screen-unlock attempts**
Monitor the number of incorrect passwords typed. when unlocking the screen, and lock the phone or erase all the phone's data if too many incorrect passwords are typed.
- **Lock the screen**
Control how and when the screen locks.
- **Set lock-screen password expiration**

CANCEL **ACTIVATE**

10. Enter the account name of your choice and click **DONE**.



Your UK Office 365 email is now connected to your Android device.