

Kalamazoo RESA Office 365 Email Setup Guide - Android

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These instructions describe how to first remove and then add your new email account to your Android device (phone & tablet).

To remove an account:

1. Touch Apps
2. Touch Settings
3. Under Accounts touch the type of account you want to delete; Corporate.
4. Touch the account to delete, your work email.
5. Touch Menu > Remove account.

To add account back:

1. Touch Apps
2. Touch Settings
3. Under Accounts (can also be Accounts & sync) touch Add account
4. Touch Corporate
5. Enter the information in the fields below, then hit Next:
 - a. Email: firstname.lastname@kresa.org
 - b. Password: your password
6. Now enter the following information and touch Next:
 - a. Domain\Username: \firstname.lastname@kresa.org
 - b. Example - Willie Nelson would be: \willie.nelson@kresa.org
 - c. Server: outlook.office365.com
7. A window saying "Remote security administration" may pop up, click OK.
8. In the next screen, you can specify how many days to sync. Automatic is set by default, however, you