Office 365: Setting up Mail On District Android Devices Using the Native Settings

Content Summary:	**Office 365: Android Setup for District Mail, Contacts & Calendar**
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This document will provide the steps to setup Office 365 Mail through the native mail settings on an Android device.
Please note that due the variation of Android Operating Systems, these instructions **may vary**.

If you have any questions about this setup process, please contact the Service Desk by:
- **Ticket System**: ServiceDesk.spps.org
- **Email**: Service.Desk@spps.org
- **Phone**: 651-603-4357

1. On your Android device Tap **Settings**
2. Tap on **ACCOUNTS** or **Cloud and Accounts (depending on device)**
3. Tap on **Accounts** on the menu.
4. Tap **Add Account**
5. Select Microsoft Exchange (Active Sync)
   a. Enter your Username: First name.Last name@spps.org
   b. Enter your Password: Active Directory password
      NOTE: You will receive an Email Activation Message
6. Click **Ok** or **Sign In**.
7. Manual Setup screen: On the this screen, change the following values:
   a. Period to sync email:
      Change from 3 days to 1 month
   b. Sync Schedule:
      Do not change
   c. Emails retrieval size
      Do not change
   d. Period to sync calendar:
      Change from 2 weeks to 1 month
   e. Sync Messages
      Slide to right to enable
   f. Click Next

8. Account Name
   Please add Office 365 to your account name
9. Click Done.
10. Phone Administrator Screen
11. When this window appears, Click Activate.

NOTE: This will simply appear as "Email" on your Android device.

Congratulations!
Now you have added your Office 365 mail account through the native settings.