Office 365 Hosted Email for Android
(First-time configuration)

Step by step example, using Samsung Galaxy Note, Android version 4.4.2
(Note: Due to the varied nature of Android devices, this document is provided as guidance and may not match the settings of your device exactly).

Under Settings,
1. Click on Add account
2. Click on Microsoft Exchange ActiveSync

3. Type in your CCSU e-mail address, and Password and click on Manual setup
4. Enter your **CCSU e-mail address**. In the **Exchange server**, type in **outlook.office365.com**. Note: Make sure you have a checkmark next to **Use secure connection (SSL)**

5. Click on the **OK** buttons for **remote security**
6. Set the appropriate options, then **Activate device administrator**

![Account options](image1)

![Activate device administrator?](image2)

7. Type in a **Name for the Account**, click **Done**. You will see it in your settings under **Microsoft Exchange ActiveSync**

![Set up account](image3)

![Settings](image4)

**Success!**