

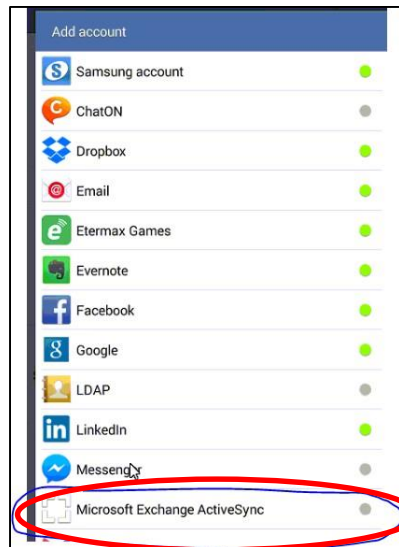
# Office 365 Hosted Email for Android (First-time configuration)

## Step by step example, using Samsung Galaxy Note, Android version 4.4.2

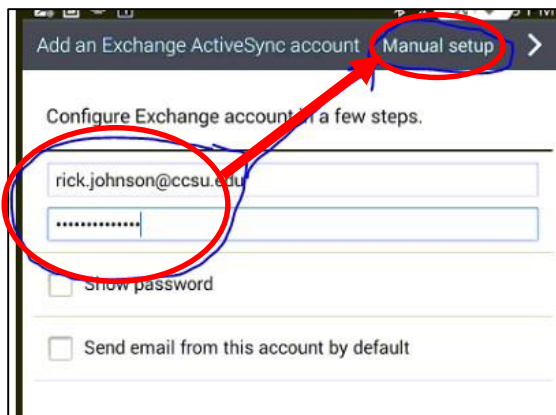
(Note: Due to the varied nature of Android devices, this document is provided as guidance and may not match the settings of your device exactly).

Under **Settings**,

1. Click on **Add account**
2. Click on **Microsoft Exchange ActiveSync**

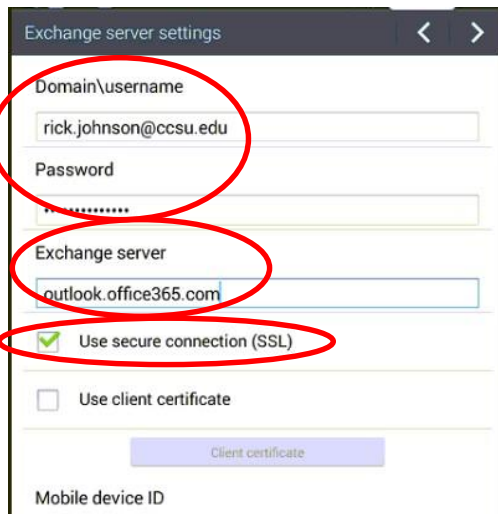


3. Type in your **CCSU e-mail address**, and **Password** and click on **Manual setup**



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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)**



Exchange server settings

Domain\username  
rick.johnson@ccsu.edu

Password  
\*\*\*\*\*

Exchange server  
outlook.office365.com

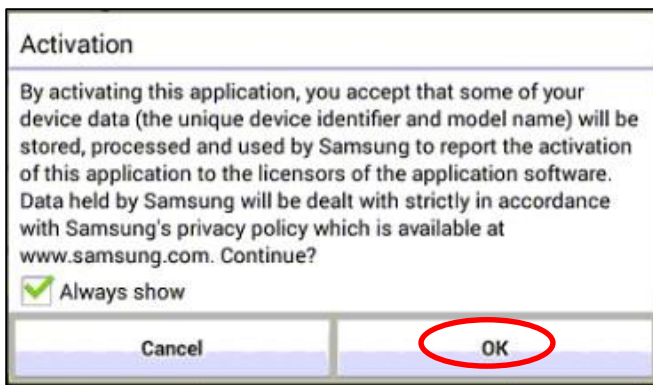
Use secure connection (SSL)

Use client certificate

Client certificate

Mobile device ID

5. Click on the **OK** buttons for **remote security**

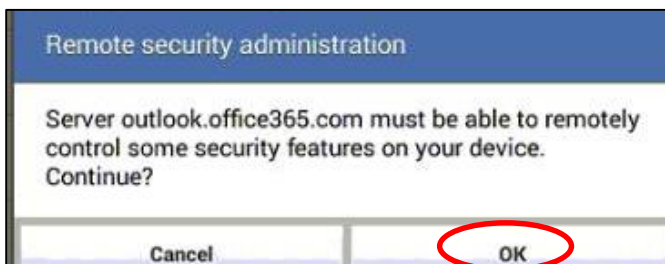


Activation

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](http://www.samsung.com). Continue?

Always show

Cancel OK



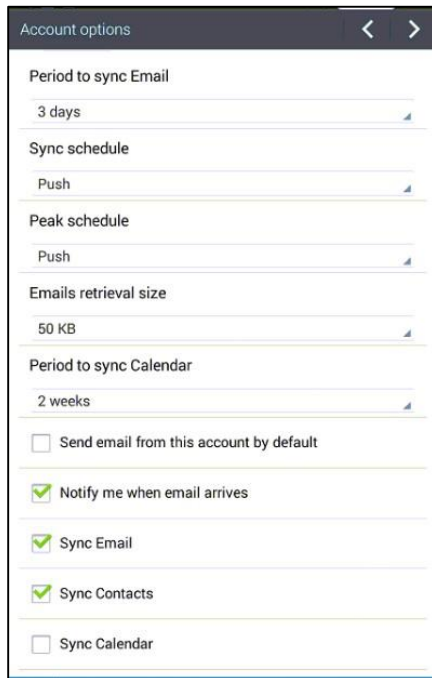
Remote security administration

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

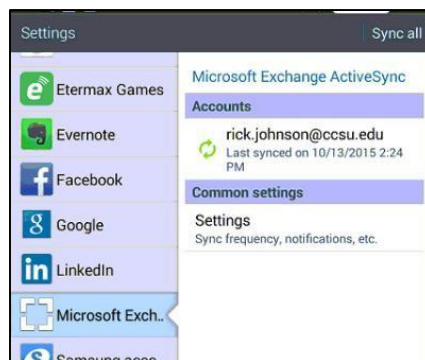
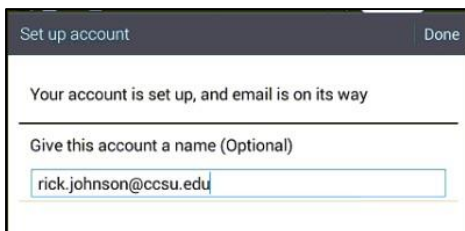
Cancel OK

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6. Set the appropriate options, then **Activate device administrator**



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



**Success!**