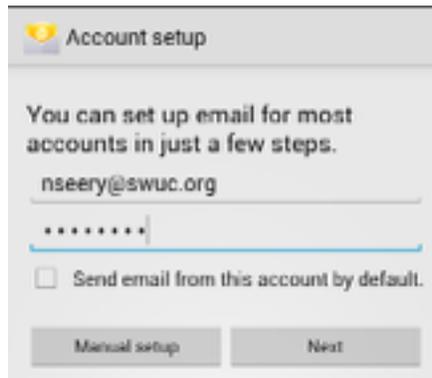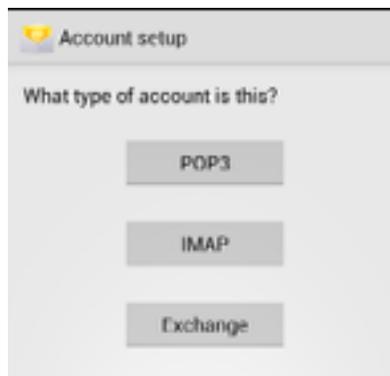# Android SW Union email setup

*Please note: These screenshots were taken with Android 4.1 Jelly Bean, and will likely have at least different colors, if not different options from other versions.
The information is correct, but where and how that information has to be entered into your phone may vary based on version and manufacturer skin*
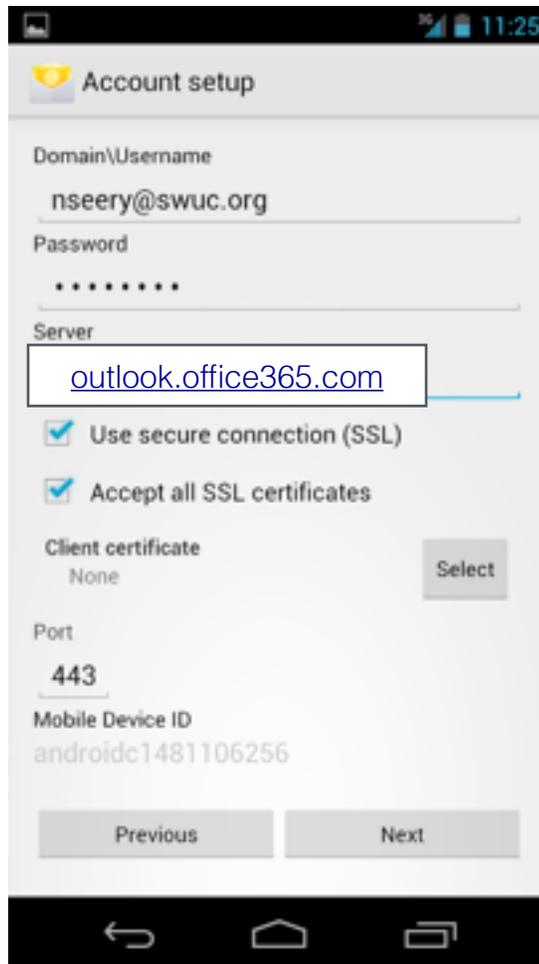
1. Open Email (this will vary with version/skin)
2. ***Add New Account***
   1. (If an account already exists, you'll need to press ***Menu*->Settings->Add Account**)

3. Enter your email address and password.
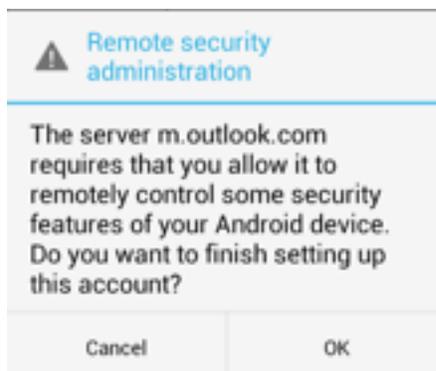4. Tap ***Manual Setup***

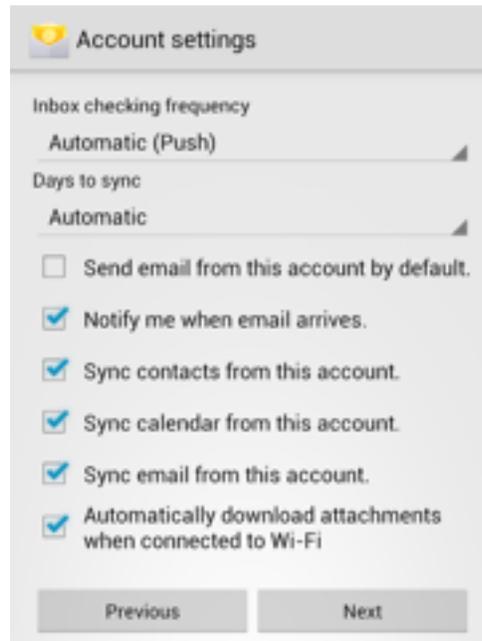5. Select ***Exchange*** (Could be called ActiveSync)

6. Your phone will not be able to find the correct settings, so will display a form for your to enter the correct information. It will need to look like this, when you're done:
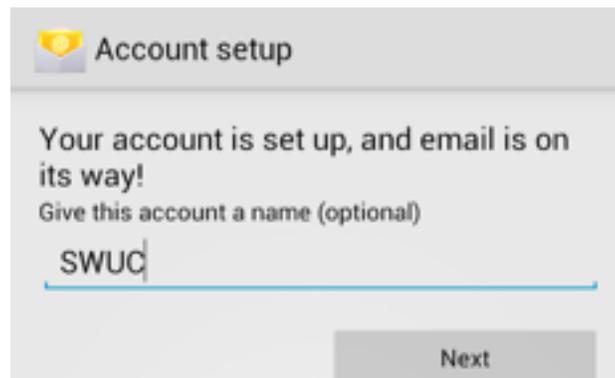
7. The *Server* field MUST be **outlook.office365.com** and your username MUST be your full email address ie: ***nseery@swuc.org***
8. Tap **Next**
9. your phone will now verify the settings. Assuming your email address and password were entered correctly, you'll be prompted to allow the server administration rights to your phone. (This allows remote wipe in the event that your phone is lost)

10. The next screen gives you options on how frequently you'd like email to be checked, how many days of email you'd like to sync, etc.

11. Select the options you'd like, and tap *Next* (These options vary depending on version and skin)
12. Enter the name that you'd like to call this account. For simplicity, it's recommended to use the suffix of your email address (Texico, Okla-adventist, etc)

13. Enter what you like, and tap *Next*

Your device is now setup to use our Office365 implementation.

Please note: when your password expires and needs reset, you'll need to change the password on this device as well.

If you have any questions or concerns, please feel free to contact Nathan Seery at (817) 295-0476 x 331 or nseery@swuc.org