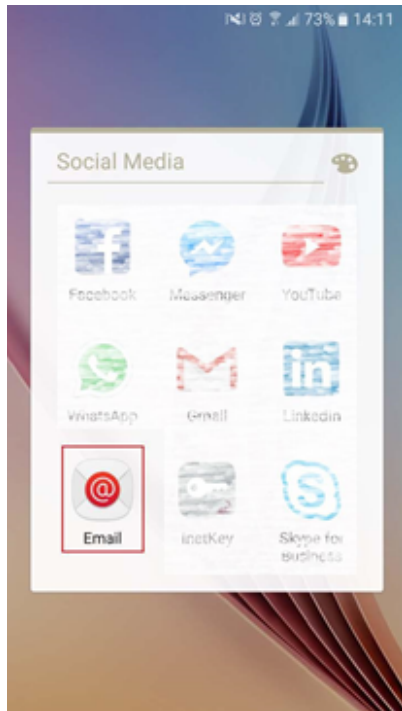


Configure Office365 e-mail on Android devices

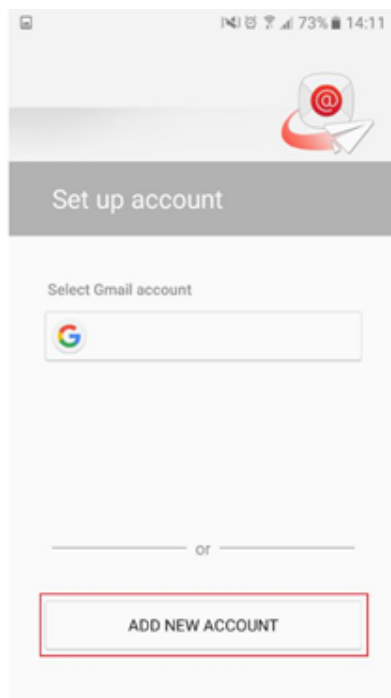
Step on how to get your emails on your smartphone.

Step-by-step guide

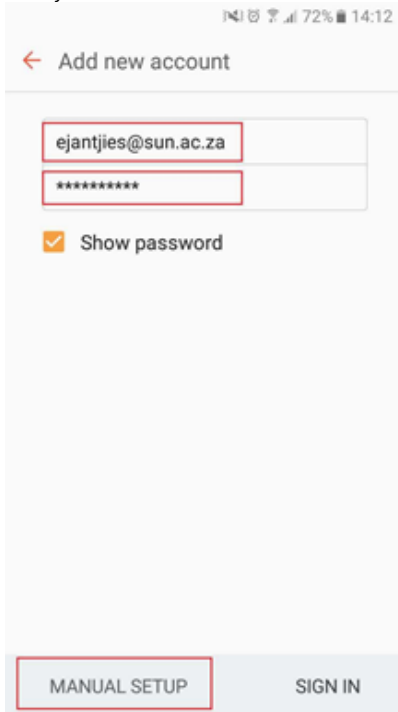
1. Open your **Email** app on your Android device.



2. Select **ADD NEW ACCOUNT**



3. Enter your **Username and Password** and click on **Manual setup**



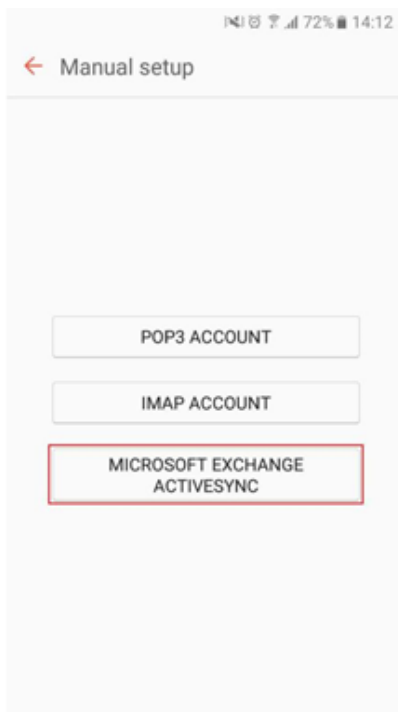
← Add new account

ejantjies@sun.ac.za

☒ Show password

MANUAL SETUP SIGN IN

4. Select Microsoft Exchange ActiveSync



← Manual setup

POP3 ACCOUNT

IMAP ACCOUNT

MICROSOFT EXCHANGE
ACTIVESYNC

5. In the **Domain\user name** field, enter your **email address**
6. In the **Exchange server** field, enter outlook.office365.com
7. Ensure the **Use secure connection (SSL)** is **checked**

8. Select **DONE**

Exchange server settings

Account

Email address
yourusername@sun.ac.za

Domain\user name
\\yourusername@sun.ac.za

Password

Server settings

Exchange server
outlook.office365.com

☒ Use secure connection (SSL)

☐ Use client certificate

CLIENT CERTIFICATE

DONE

9. On the **Remote security administration** screen choose **OK**

Exchange server settings

Account

Email address
yourusername@sun.ac.za

Remote security administration

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

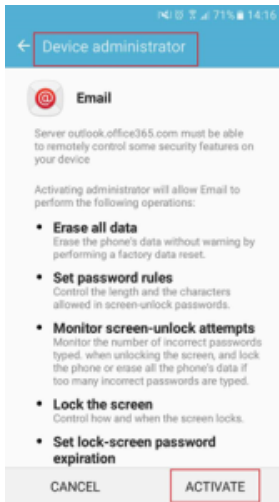
CANCEL OK

☒ Use secure connection (SSL)

☐ Use client certificate

SIGN IN

10. Device administrator screen, choose **Activate**



11. Your emails should now load/sync successfully



Related articles

- [Connectivity](#)
- [Connecting to Wi-Fi \(eduroam\)](#)
- [Configure Office365 e-mail on an iPhone](#)
- [Configure Office365 e-mail on Android devices](#)
- [Accessing Webmail](#)