

OSLC Migrating E-Mail to Office 365

Android Instructions

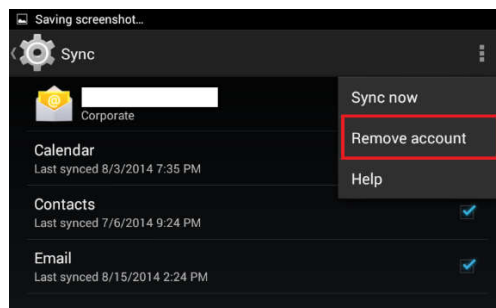
Summary

You need to remove and re-add your account.

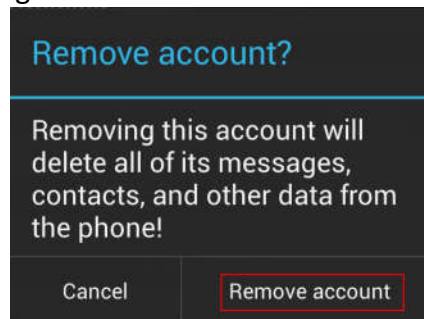
Steps

* Note that steps may vary depending on the version of Android and the apps you use.

- Set your password per instructions at <http://www.oslc.org/resources/employee/>.
- Remove old account:
 - Tap **Settings > Accounts > Exchange**.
 - Select your OSLC e-mail account.
 - From the menu icon (three vertical dots in the upper right hand corner) select **Remove account**. See image below.

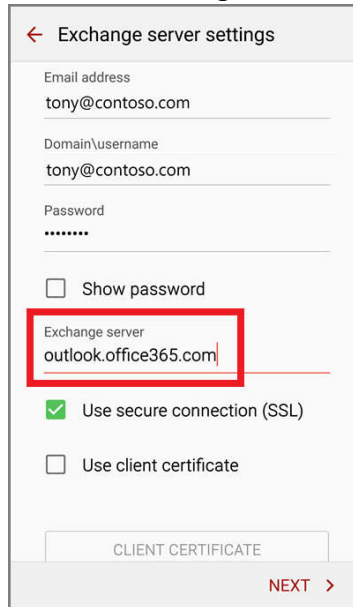


- You should receive a prompt asking if you are sure you want to remove the account. Select **Remove account**. See image below.



- Add new Office 365 account:
 - You should still be at **Settings > Accounts > Exchange**, but if not go there now.
 - Select **" + Add account "**.
 - Select **Exchange**.
 - Enter your e-mail address.
 - Click on **NEXT**.
 - Enter your password.
 - Click on **NEXT**.

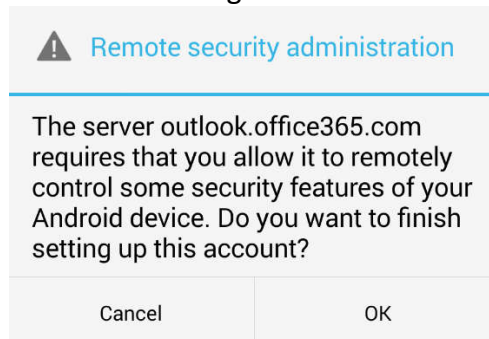
- In the next screen change the Server setting to **outlook.office365.com**. See image below.



The screenshot shows the 'Exchange server settings' screen. It contains the following fields and options:

- ← Exchange server settings
- Email address: tony@contoso.com
- Domain\username: tony@contoso.com
- Password:
- Show password
- Exchange server: outlook.office365.com (highlighted with a red box)
- Use secure connection (SSL)
- Use client certificate
- CLIENT CERTIFICATE (button)
- NEXT >

- Click on **NEXT**.
- On the next screen select **OK**. See image below.



The screenshot shows a dialog box titled 'Remote security administration' with a warning icon. The text inside reads: 'The server outlook.office365.com requires that you allow it to remotely control some security features of your Android device. Do you want to finish setting up this account?'. At the bottom, there are two buttons: 'Cancel' and 'OK'.

- Review and change options as you want on the Account options screen.
- Click on **NEXT**.
- On the Activate device administrator screen select **Activate**.
- Click on **NEXT**.