# Setting Up Office 365

Please note that configuration procedures sometimes change with operating system updates. Please adapt these instructions accordingly. The key elements of your configuration are:
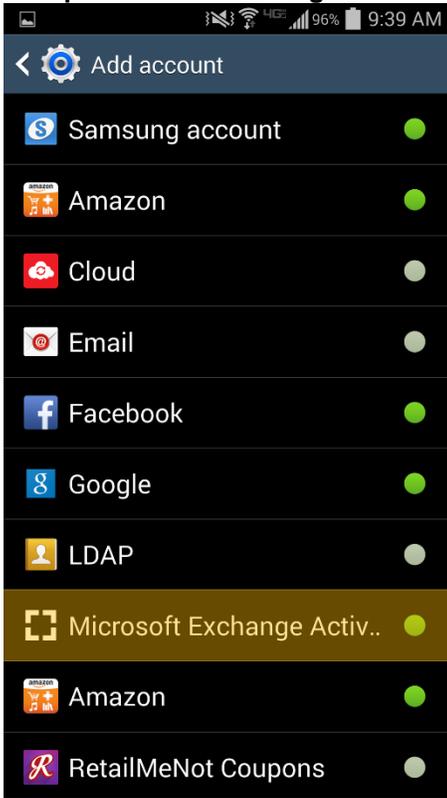
> Username: lastname.f123@student.cbsd.org
> Password: <your current CBSD network password>
> Server: outlook.office365.com
> Domain: <leave this setting blank>

Connect your Android mobile devices to Office 365 by following the instructions below.

1. Go to your device's Settings.
2. Tap Accounts.
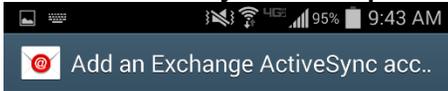**3. Tap Add Account.**
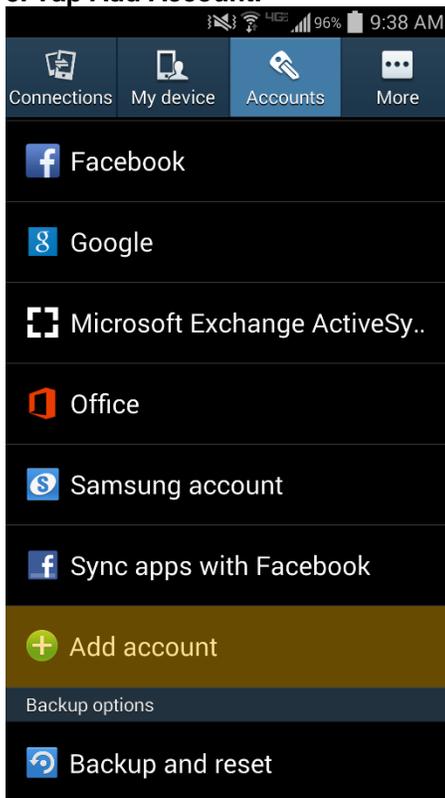
4. Tap Microsoft Exchange or Microsoft Exchange ActiveSync (depending on your device).

5. Complete the Configure Exchange fields using the info below and tap Next.
Email address: Enter your CBSD email address (i.e., tStudent.123@student.cbsd.org)
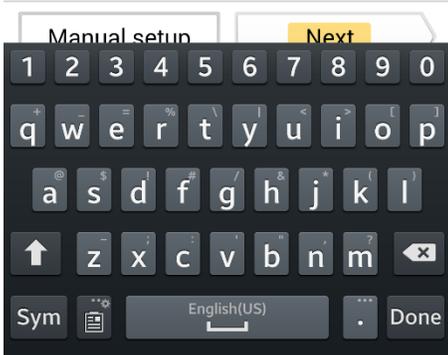**Password: Enter your CBSD password**

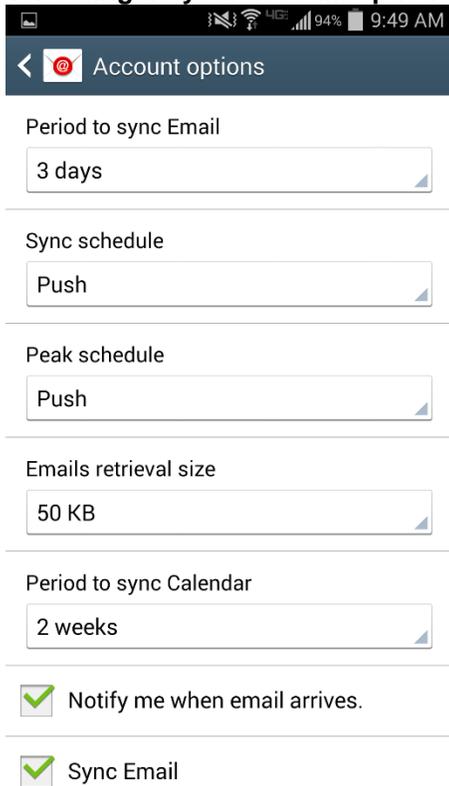**6. Enter your full CBSD email address in the Domain\username field and "outlook.office365.com" in the Exchange server field, if required to do so.**

7. Tap Next.

9. Read any additional screens (which may vary by device) and tap OK to accept any additional configuration defaults.

10. Configure your account options as desired and tap Next.
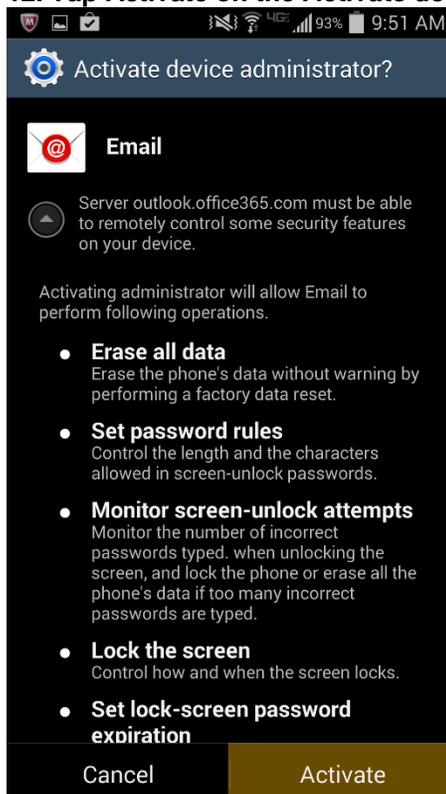
11. Enter "Office 365" (or whatever you would like to name the account) in the Give this account a name field and tap Next.
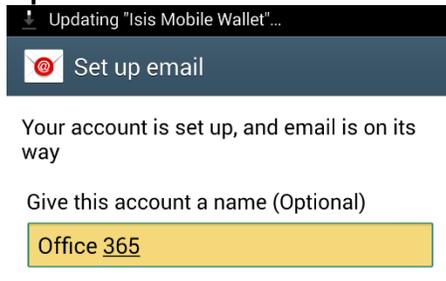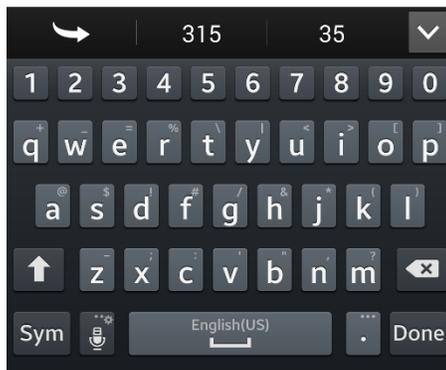
12. Tap Activate on the *Activate device administrator?* screen.

13. Wait a few moments as Android syncs your mail, settings, and other data; and you are done.