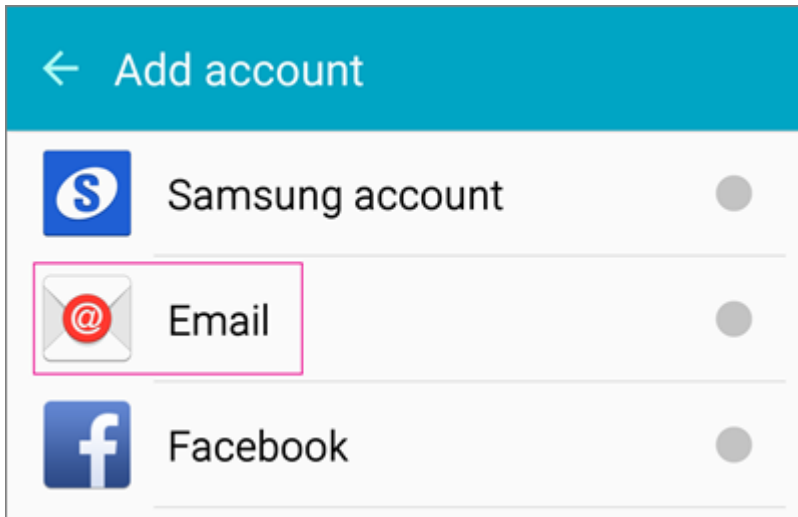


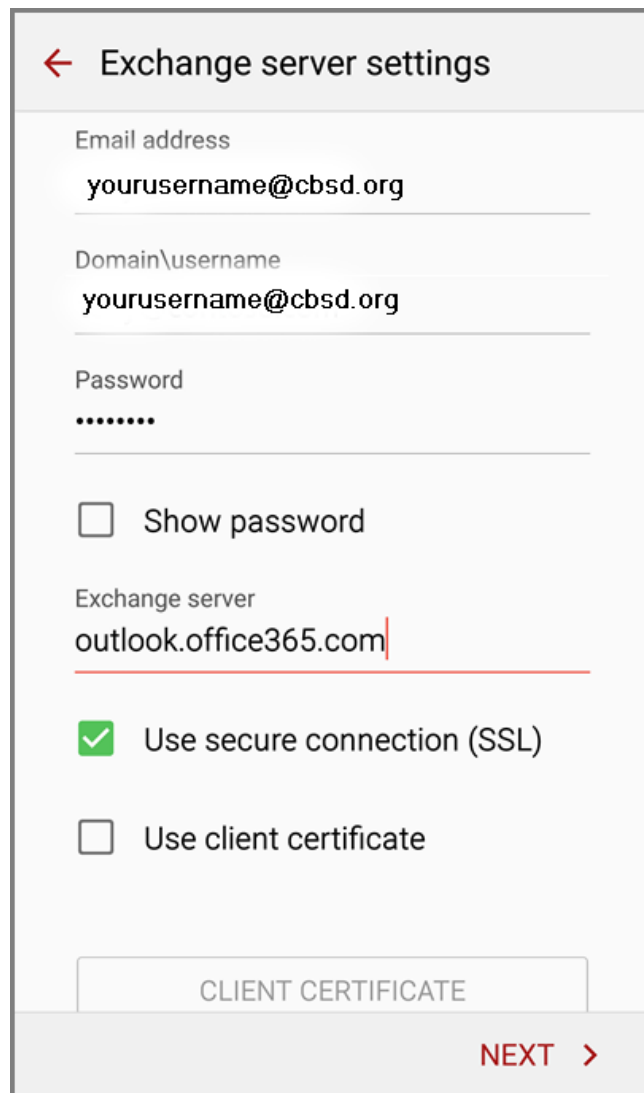
Setup for Android Devices

1. Tap Settings > Accounts > Add account > Email.



2. Type your full email address, for example `yourusername@cbsd.org`, type your password, and then tap **Next**.
3. Select **Manual**.
4. Review the settings on the **Exchange server settings** page and update if necessary.
 - **Email**
Make sure your full email address is in this box, for example, `yourusername@cbsd.org`
 - **Domain\Username**
Type your full email address in this box, for example, `yourusername@cbsd.org` If **Domain** and **Username** are separate text boxes in your version of Android, leave the **Domain** box empty, and type your full email address in the **Username** box.

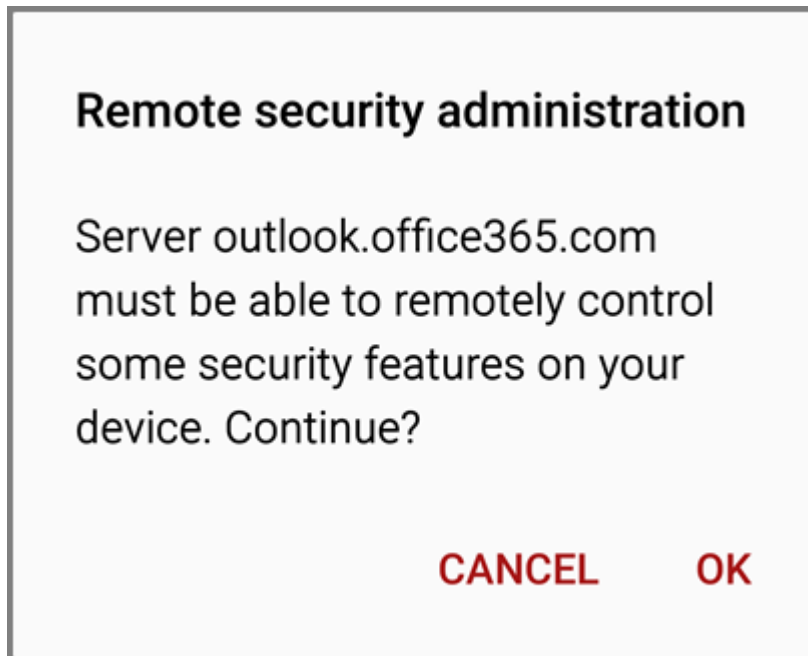
- Password
Use the password that you use to access your account.
- Exchange Server
The server name for Office 365 for business is outlook.office365.com.
- Make sure the Use secure connections (SSL) box is checked.



The screenshot shows the 'Exchange server settings' screen. At the top left is a red back arrow. The title is 'Exchange server settings'. Below the title are several input fields: 'Email address' with the value 'yourusername@cbsd.org', 'Domain\username' with the value 'yourusername@cbsd.org', and 'Password' with a masked password '.....'. Below the password field is a checkbox labeled 'Show password' which is unchecked. Below that is the 'Exchange server' field with the value 'outlook.office365.com'. Below the server field are two checkboxes: 'Use secure connection (SSL)' which is checked with a green checkmark, and 'Use client certificate' which is unchecked. At the bottom of the form is a button labeled 'CLIENT CERTIFICATE'. At the bottom right of the screen is a red 'NEXT >' button.

5. Tap Done.

6. Depending how the Office 365 administrator in your organization set up your account, you might receive a message about additional security features. Select **OK** or **Activate** to continue.



7. Accept the defaults or make changes for how you want your account to sync on your device. When you're finished, swipe to the bottom and tap **Next**.
8. On the **Set up email** page you can change the name of your account. When you're finished tap **Done**.

If you synced your calendar and contacts in step 7 you can go to those apps on your phone to view any items that might be there. If you synced tasks as well, you should see them in the calendar app on your device. It might take a few minutes for everything to sync.