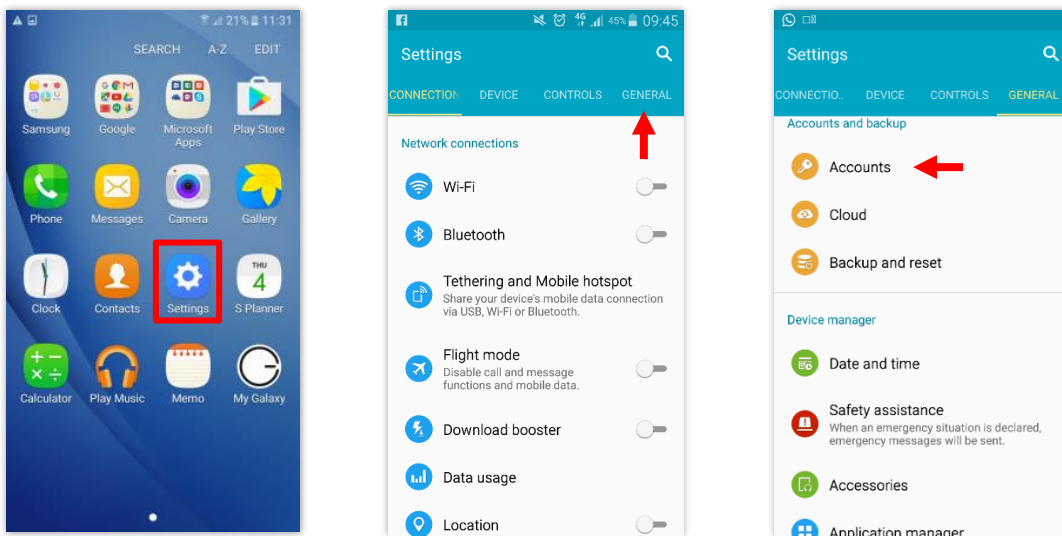## How to set up Office 365 email in Android devices

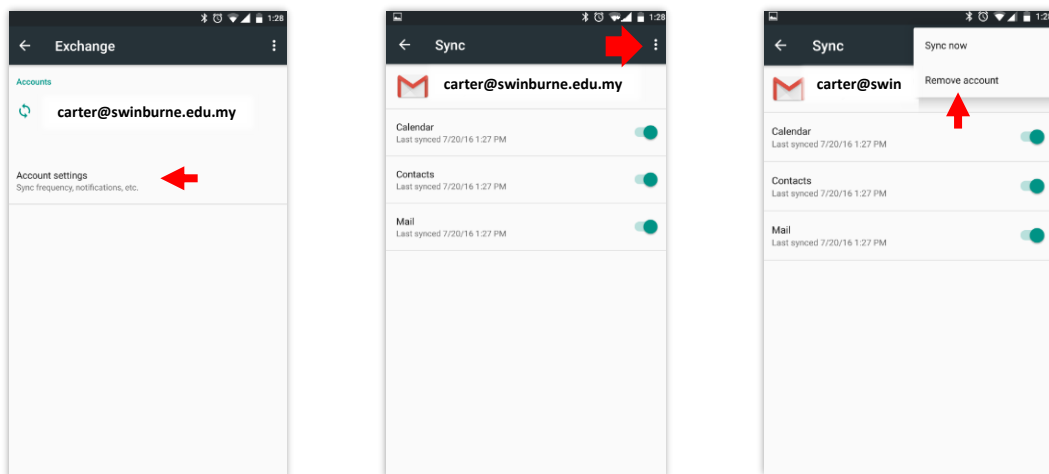**Note:**
- If you have an existing Swinburne Sarawak email configure in your device, please delete your email profile before migrating to Office 365 by following the steps below. For first time email setup, skip to step 2.
- Android devices come from different manufacturers and their interfaces and features can vary. These steps may differ slightly between different devices and versions of Android.

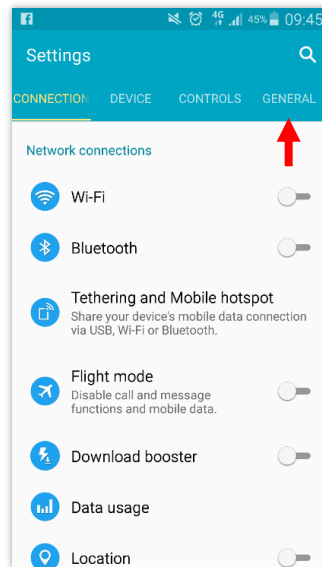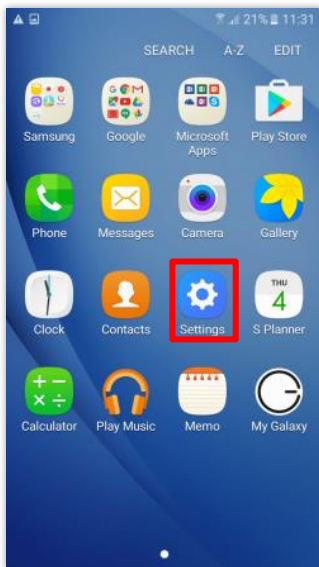## How to delete your existing Swinburne Sarawak email profile
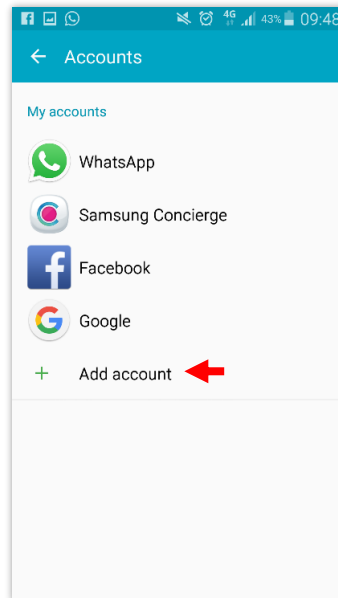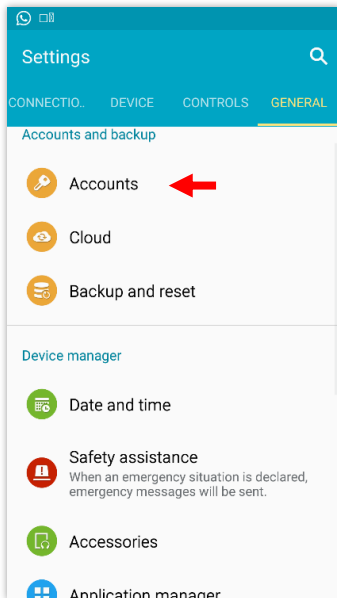
1. Tap on *Settings,* select *General* and tap *Accounts*

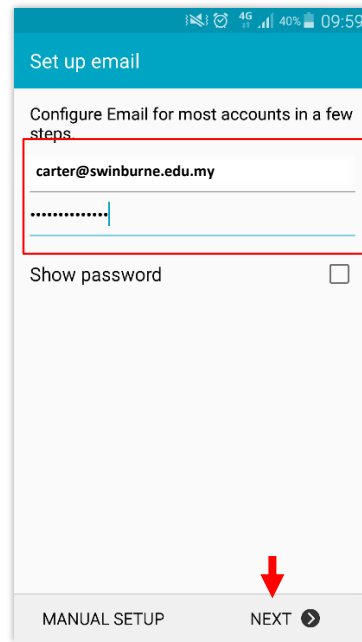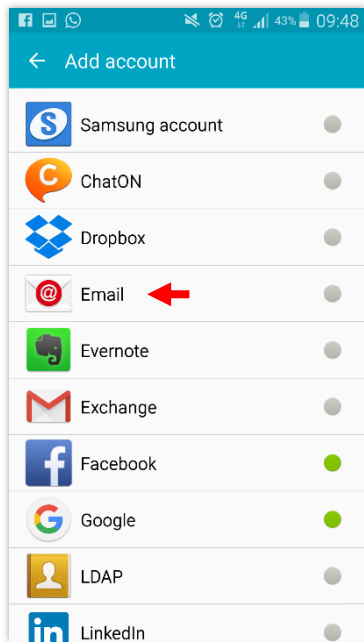Select *Accounts Settings*, Tap the *three dots* in the top right corner and select *Remove account*

2. Tap on *Settings* & select *General*

3. Tap *Accounts* & select *Add account*

4. Select *Email* & enter your *Swinburne Sarawak email address* and *password*, then tap *Next*
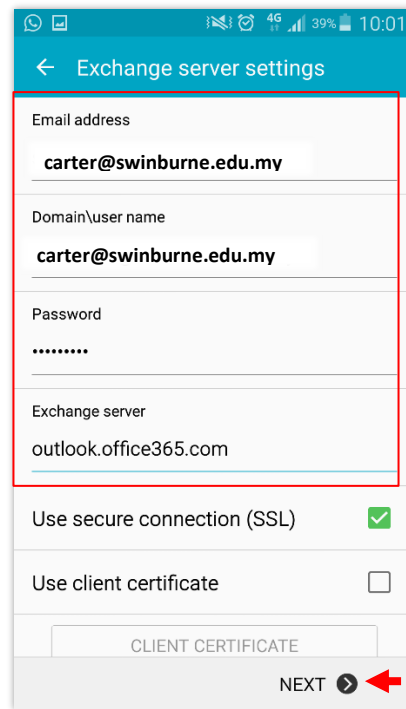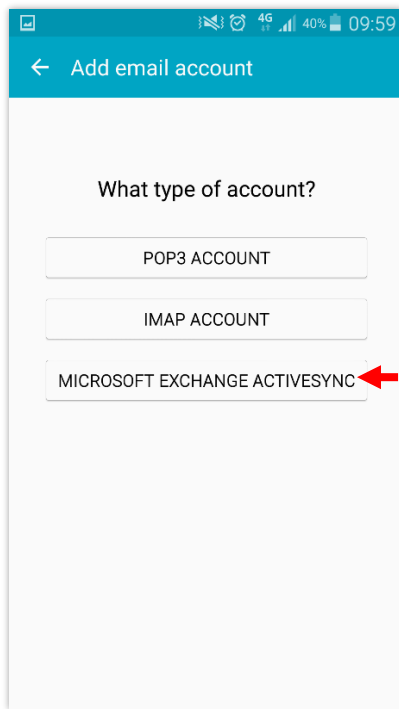
5. Select *Microsoft Exchange ActiveSync* and enter the settings below:
    Email address   : ADusername@swinburne.edu.my
    Domain\user name   : ADusername@swinburne.edu.my
    Password   : AD password
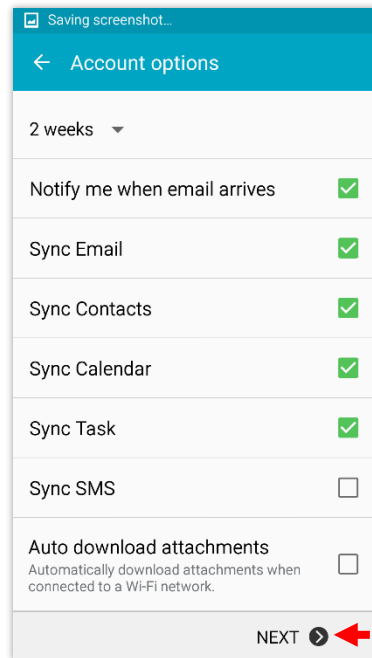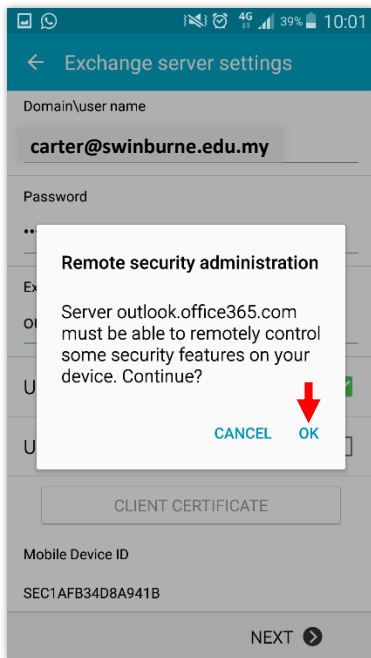   Exchange server   : outlook.office365.com

    Note : Android devices come from different manufacturers and their interfaces and features can vary. Please enter the settings below if required

    Port   : 443
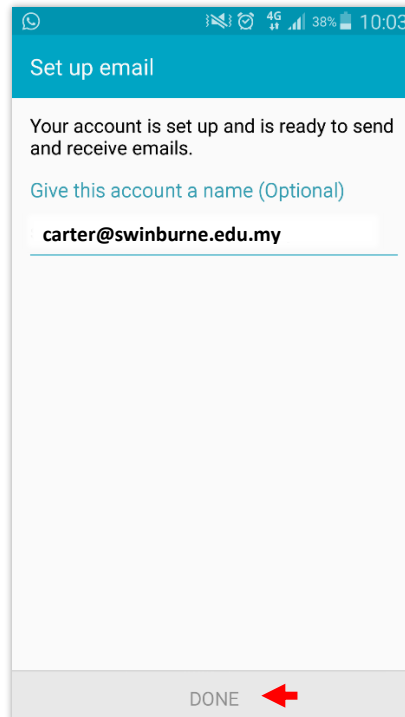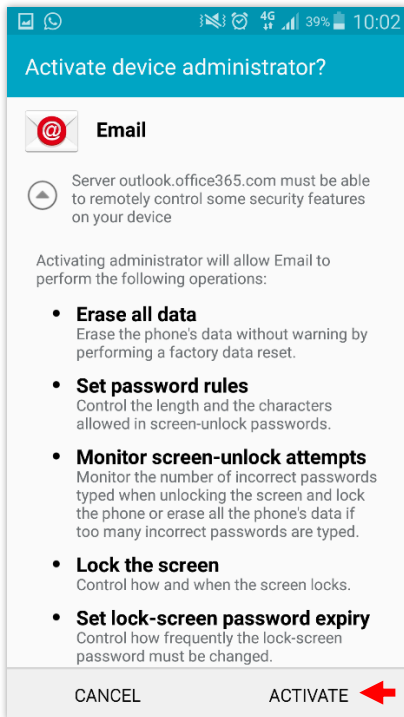   Security type   : SSL / TLS (Accept all certificates)

    Once done tap *Next*

6. Tap *OK* & select the services you wish to sync then tap *Next*

7. Tap *Activate* and tap *Done*

8. The services selected are now active and are syncing to your device