Swinburne University of Technology Sarawak Campus

Information Technology Services Unit

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

	* 0	9 💎 🖌 🔒 1:28
÷	Exchange	
Accour	nts	
Φ	carter@swinburne.edu.	my
Accou	nt settings	
oyne n	equercy, nourceature, etc.	

	\$ ੴ 🐨
← Sync	:
carter@swinburn	ne.edu.my
Calendar Last synced 7/20/16 1:27 PM	•
Contacts Last synced 7/20/16 1:27 PM	
Mail Last synced 7/20/16 1:27 PM	

	\$ © ▼⊿ ∎ 1:2
← Sync	Sync now
carter@swin	Remove account
Calendar Last synced 7/20/16 1:27 PM	•
Contacts Last synced 7/20/16 1:27 PM	•
Mail Last synced 7/20/16 1:27 PM	•

Information Technology Services Unit

2. Tap on Settings & select General



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







Information Technology Services Unit

4. Select Email & enter your Swinburne Sarawak email address and password, then tap Next



i¥i (9 👫 📶 40% 📕 09:59	
Set up email		
Configure Email for most accounts in a few		
carter@swinburne.edu.my		
••••••		
Show password		
	+	
MANUAL SETUP	NEXT 🔊	

Swinburne University of Technology Sarawak Campus

Information Technology Services Unit

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
	Select <i>Microsoft Exchange</i> Email address Domain\user name Password Exchange server

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*

	🕓 🖃 🛛 👬 🖄 🖄 🕺 10:01
← Add email account	← Exchange server settings
What type of account?	Email address carter@swinburne.edu.my
What type of account:	Domain\user name
POP3 ACCOUNT	carter@swinburne.edu.my
IMAP ACCOUNT	Password
MICROSOFT EXCHANGE ACTIVESYNC	
	Exchange server
	outlook.office365.com
	Use secure connection (SSL)
	Use client certificate
	CLIENT CERTIFICATE
	NEXT 📎 🗲

Information Technology Services Unit

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

