YSU Tech Desk
...a division of Media & Academic Computing
Hours:
Monday and Friday 7:30 am - 5:00 pm
Tues, Wed, and Thurs 7:30 am - 8:00 pm
Saturday 9:00 am - 5:00 pm
Phone: (330)941-1595 e-Mail: techdesk@ysu.edu
http://techdesk.ysu.edu

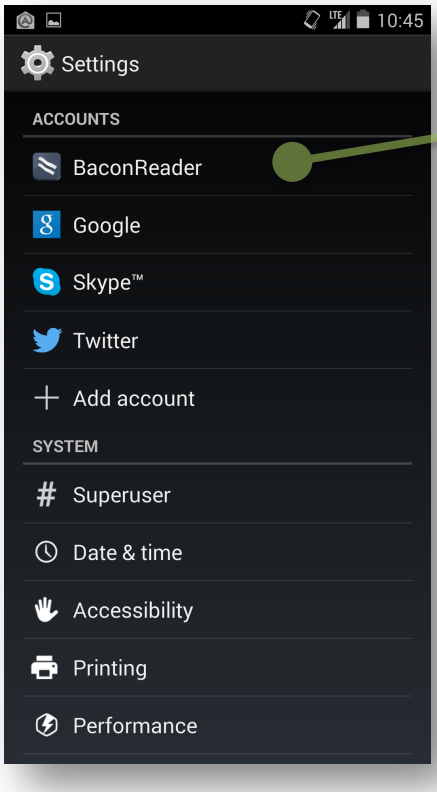
Office 365 Mail Client Configuration Guide

Android device (with Android 2.2 "Froyo" or later)

Required Items: Android device with Android 2.2 "Froyo" or later

This guide will assist you with configuring your Android device *(with Android 2.2 or later)* to access the MyYSU Mail system. The setup instructions will be set up in steps. Please be sure to complete all of the setting changes in each step before moving on to the next. Devices released after May 2010 should have Android 2.2 or later, but you can check in "Menu > Settings > About phone > Software information" for the version of Android on your device if you are unsure. This guide uses the Android 4.4 operating system so some images may look different than what you are seeing.

***Note*:** The main document utilizes Exchange ActiveSync connectivity for mail, contacts, calendar, and notes synchronization. However, Exchange also requires accepting a variety of device management features and policies on mobile devices. If you would prefer an IMAP mail-only setup, please contact the Tech Desk using the contact information listed on our website at http://techdesk.ysu.edu

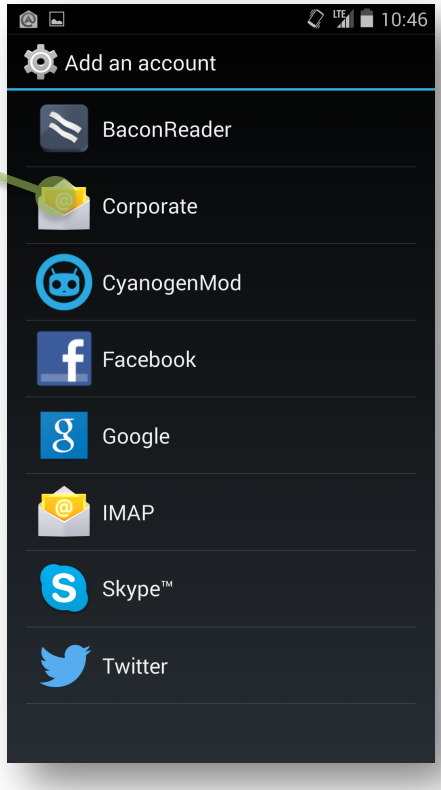


Step 3: Go to the **Accounts** section of "Settings" and tap on **Add account**.

Note: If the wording is different on your device, you may need to choose **New Account** or something similar.

Step 4: Tap **Corporate**

Note: If the wording is different on your device, you may need to choose the option for **Microsoft Exchange ActiveSync**, **Exchange**, **Corporate**, or **Corporate Sync**. If none of these are listed, you may need to tap **Other** and look for the above wording at the next screen.

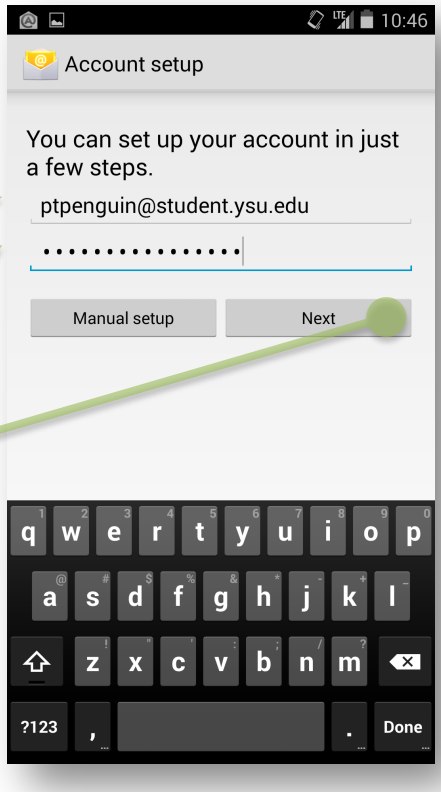


Step 5: Enter the following initial information about your Office 365 account:

Email: Your YSU e-mail address (ending in @student.ysu.edu for Students or @ysu.edu for Faculty/Staff)

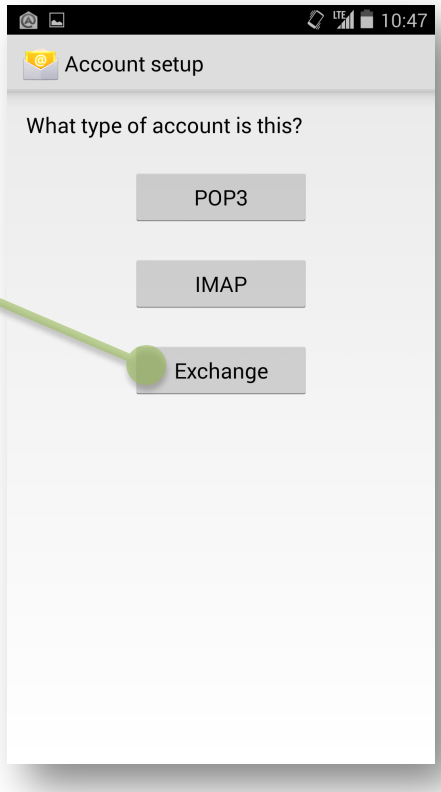
Password: Your YSU password

Tap **Next** to continue.



Step 6: If you are asked for an account type, choose **Exchange**.

Note: The account type may be called **ActiveSync** or **Exchange ActiveSync** on your device.



Step 7: Enter the following additional information about your Office 365 account:

Username: Your full YSU e-mail address (ending in @student.ysu.edu for Students or @ysu.edu for Faculty/Staff)

Password: Your YSU password

Server address: outlook.office365.com

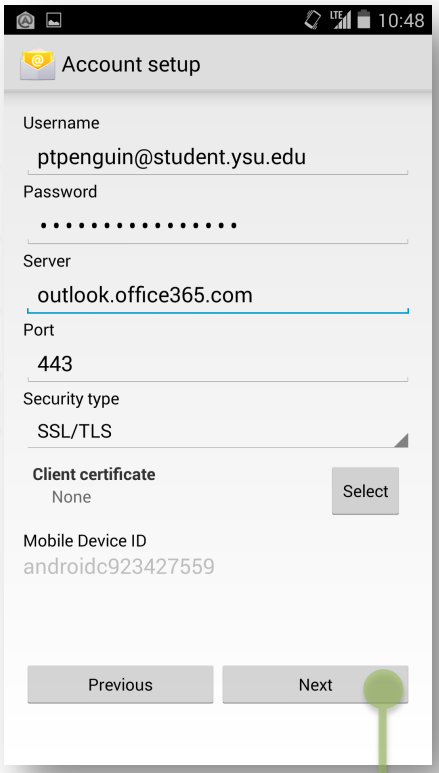
Port: 443

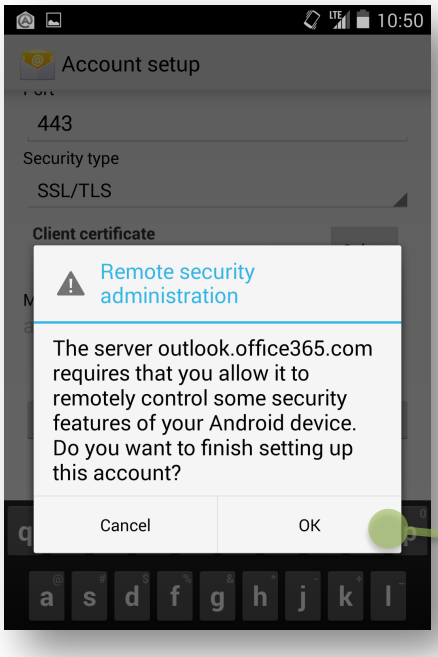
Security type: SSL/TLS (*or* SSL)

Note: On some versions of Android, you may see a combined **Domain\Username** field. If this is the case, you will need to enter your address in the format of domain\username that will look like \ptpenguin@student.ysu.edu for Students or \ptpenguin@ysu.edu for Faculty and Staff members. If you only see an additional **Domain** field, leave this field blank.

Note: On some versions of Android, you may see a "**This server requires an encrypted SSL connection"** checkbox. If this is the case, check the box or leave the box checked.

Tap **Next**.

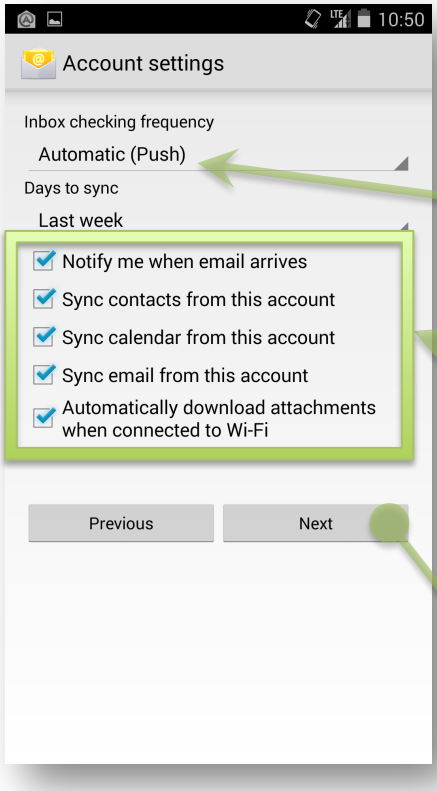




Step 8: Remote security administration

Most versions of Android will ask you if you would like to allow remote device management features and policies by the Exchange server. There is no need to be alarmed by this – this is simply a standard feature of Exchange ActiveSync and will not be used unless triggered by your own actions in the Office 365 web interface. You may also need to set up a lock screen / device passcode or swipe pattern.

Tap **OK** to continue.



Step 9: Additional Exchange Settings

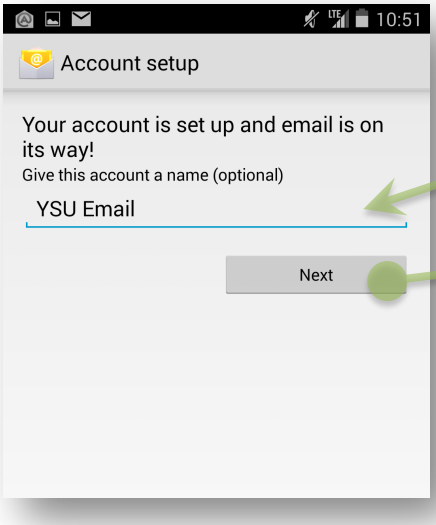
The default settings on this page should be fine; however, they can be changed to suit your wants and needs.

Exchange ActiveSync will "push" mail to your phone by default. If you do not want this behavior on your device, select **Every 15 minutes** or **Manually** instead. If **Manually** is selected, you must go into the Mail application and manually check for mail to see any new messages since the last time mail was checked.

Exchange ActiveSync will also synchronize your Office 365 Mail, Contacts, Calendar, and Tasks by default. If you do not want Contacts, Calendars, or Tasks from Office 365 to appear on your Android device in addition to its local data, uncheck the appropriate box(es).

Some newer versions of Android will also ask if you would like to enable **SMS Synchronization**. This feature allows you to send and receive text messages via your email account. ***If you do not want this feature, make sure you uncheck the box for it.***

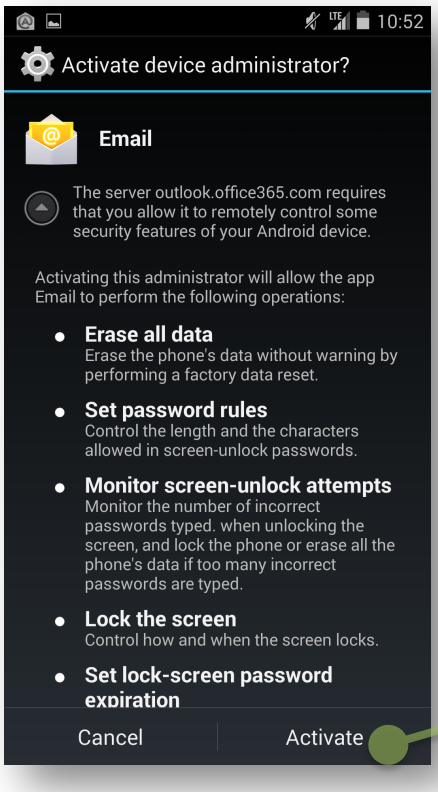
Tap **Next** when satisfied with these settings.



Step 10: Enter an Account name

Enter **YSU Email** or something to easily identify the account.

Tap **Next**.



Step 11: Activate device administrator

Most versions of Android will ask you if you would like to allow remote device management features and policies by the Exchange server. There is no need to be alarmed by this – this is simply a standard feature of Exchange ActiveSync and ***will not be used unless triggered by your own actions in the Office 365 web interface***. You may also need to set up a lock screen / device passcode or swipe pattern.

Tap **Activate** to complete set up.

Congratulations! You have successfully configured your Android device to access your Office 365 account! Your Office 365 mail will be accessible from the Mail or E-Mail icon located on your device.