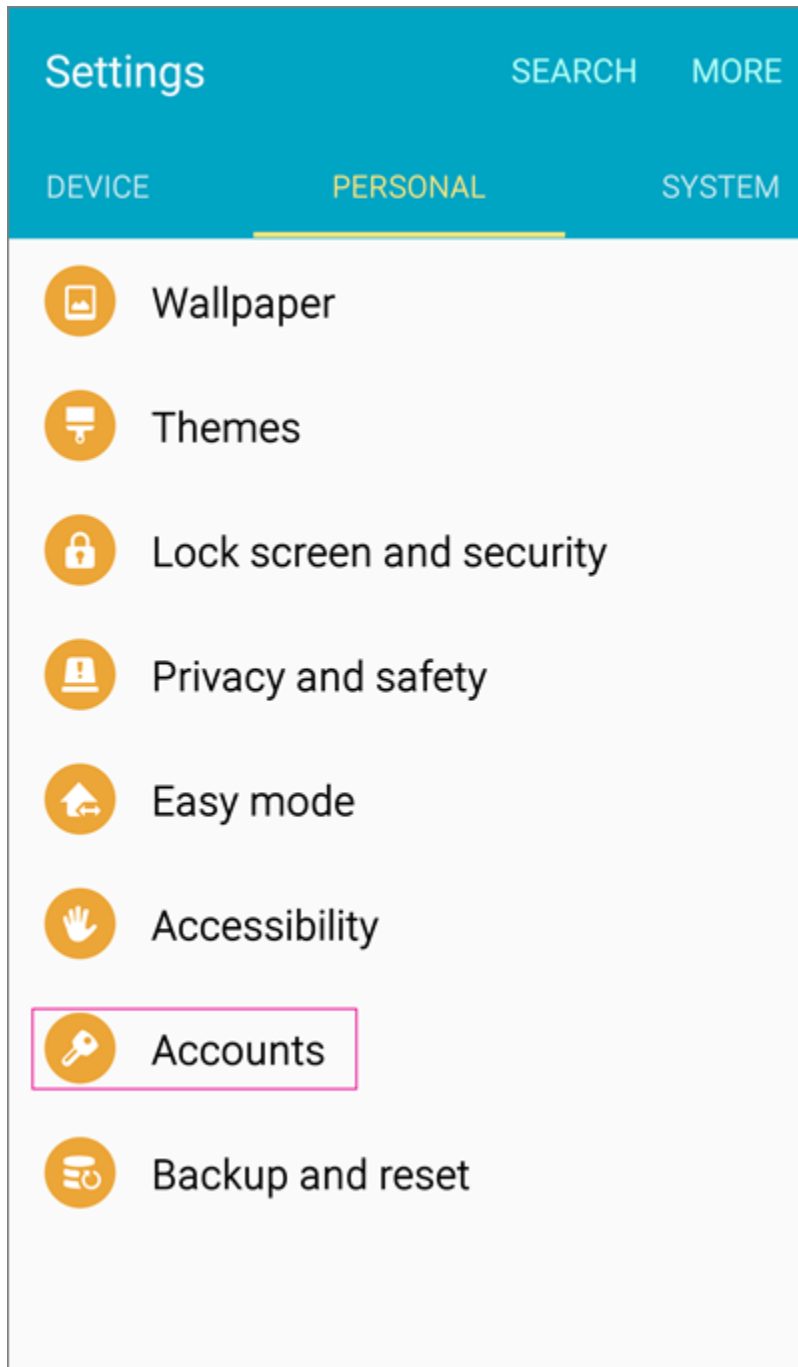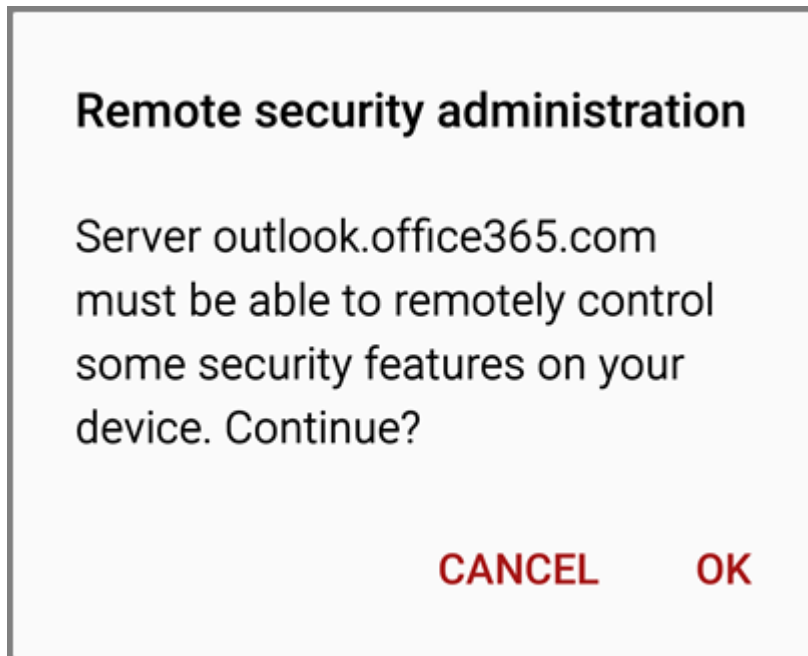View these steps in a video.

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

2. Type your full email address, for example tony@contoso.com, type your password, and then tap **Next**.
3. Select the **Exchange** option.
4. Depending how the Office 365 administrator in your organization set up your account, you might receive a message about additional security features. Select **OK** to continue.

Remote security administration

Server outlook.office365.com must be able to remotely control some security features on your device. Continue?

CANCEL   OK

5. Once the device verifies the server settings, the **Account Options** page opens. Accept the defaults or select the options for how you want to receive and send your mail, and then tap **Next**. (You may need to scroll down to see **Next**.)
6. On the **Set up email** page you can change the name of your account. When you're finished tap **Done**.
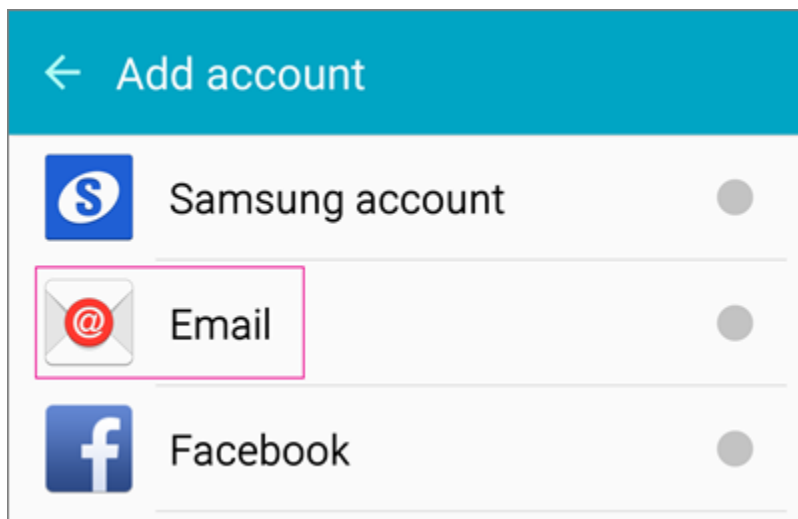
If you synced your calendar and contacts in step 5 you can go to those apps on your phone to view any items that might be there. If you synced tasks as well, you should see them in the calendar app on your device. It might take a few minutes for everything to sync.

If your device can't connect make sure you typed your email address and password correctly and try again. If you still can't connect try setting it up following the Manual Setup below.

Manual Setup

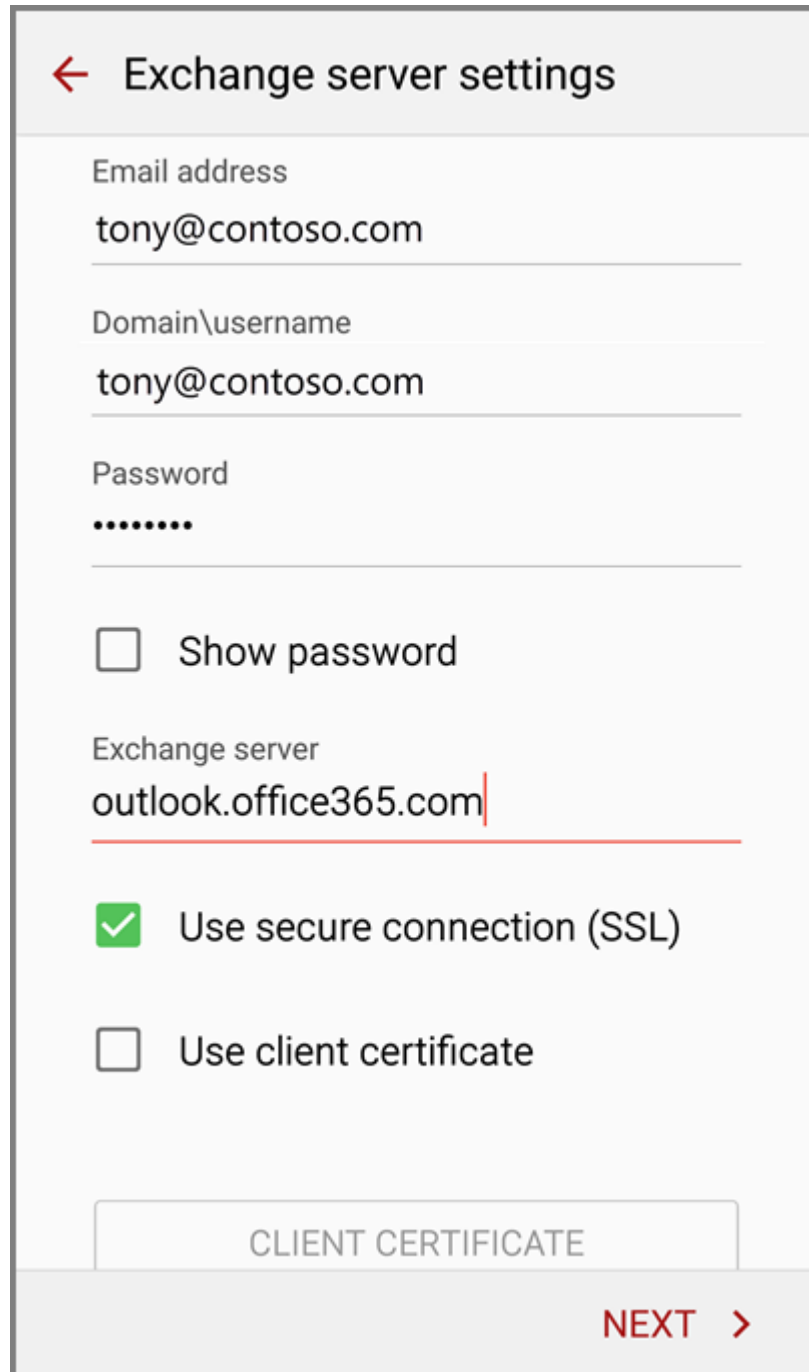In order to complete the manual set up process, you may need information from your email provider.

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

2. Type your full email address, for example tony@contoso.com, type your password, and then tap **Next**.
3. Select **Manual**.
4. Review the settings on the **Exchange server settings** page and update if necessary.
   - o **Email**
     Make sure your full email address is in this box, for example, tony@contoso.com.
   - o **Domain\Username**
     Type your full email address in this box, for example, tony@contoso.com. 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.
   - o **Password**
     Use the password that you use to access your account.
   - o **Exchange Server**
     The server name for Office 365 for business is **outlook.office365.com**.

If you're setting up an Exchange-based account and you don't know the name of your Exchange Server, contact your administrator. If your organization uses Outlook Web App or Outlook on the web you can try checking your server settings following the steps in POP or IMAP settings for Exchange-based email.
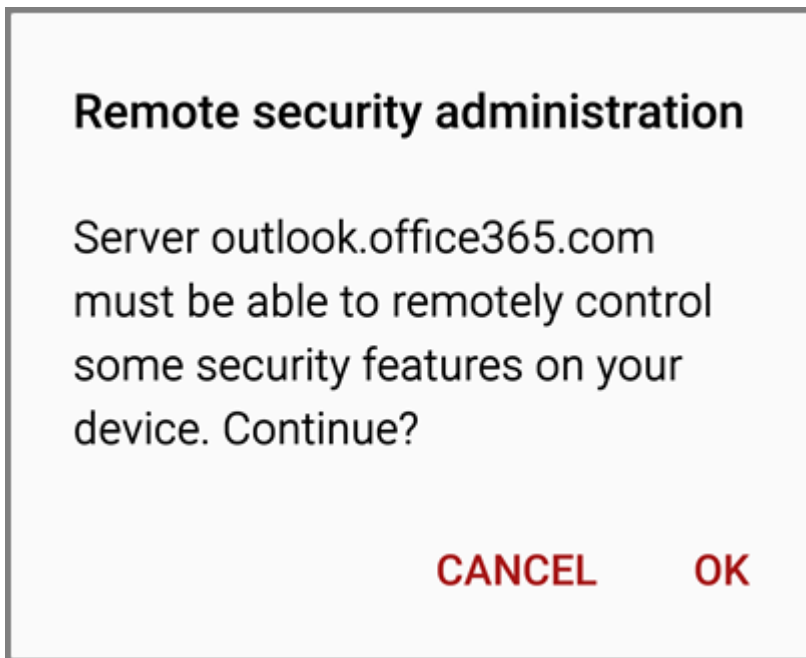
o   Make sure the **Use secure connections (SSL)**   box is checked.

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.

Remote security administration

Server outlook.office365.com must be able to remotely control some security features on your device. Continue?

CANCEL   OK

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.