

Android Quick Configuration Guide

These instructions provide general instructions for all Android devices running 4.1 or higher. There may be subtle differences between Android make/model.

Please only perform these steps following your scheduled email migration to Office 365. Performing these steps in advance may result in the temporary loss of email functionality on the device.

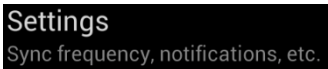
Remove the current account:

1. Unlock device
2. Click on Settings icon. You may need to click the icon to display the list of all Applications and



scroll to Settings.

3. Open the Accounts & Sync section
4. Click on Microsoft Exchange. May also be labeled Corporate
5. Click on Settings. May also be Email Settings or Account Settings



6. Click your Seattle Public Schools account
7. Click Remove Account

Add your account back with updated settings:

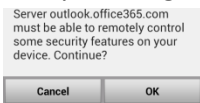
1. Open Settings, as above
2. Open Accounts, as above
3. Click Add Account
4. Select Microsoft Exchange (or ActiveSync)
5. Enter email address and password
6. Enter username (Should be the same as your email address)
7. Click Next or Sign In

8. Change the Exchange server address to outlook.office365.com

Exchange server

9. Leave the Domain field blank
10. Click Next or Done

11. A security warning may pop up. Please click OK



12. If you don't have a PIN, you will be required to set one up.

Most phones will auto-discover the server settings. If so, jump to step 11.

NOTE: DoTS does not support personal mobile devices.