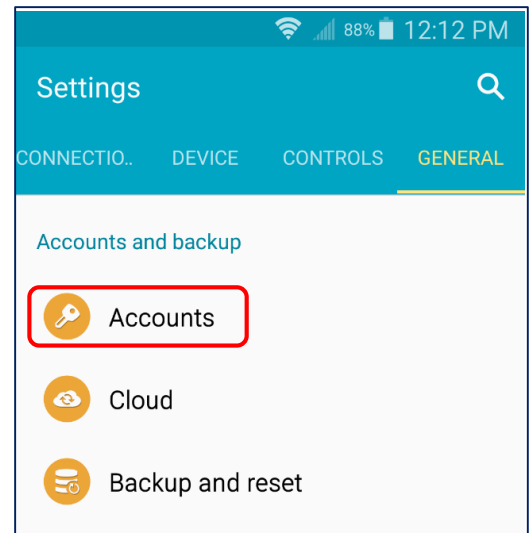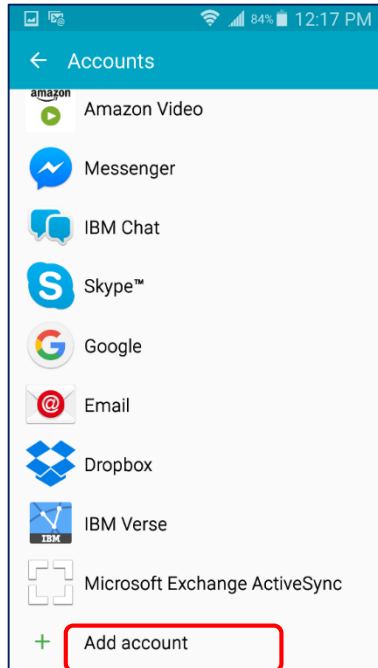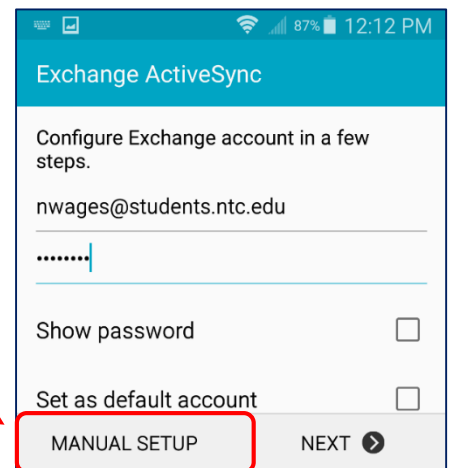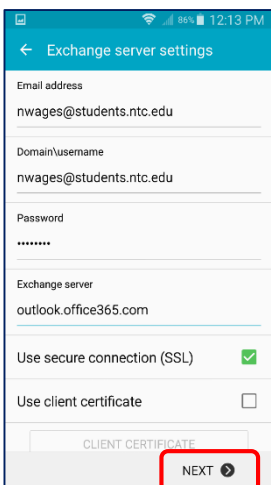# Setting Up Office 365 on Android Devices

1. Go to **Settings** and click **General** then select **Accounts**.
2. Click **Add account**.

3. Select **Microsoft Exchange ActiveSync**.
4. Enter your **student email address** and the **password you use to log into Blackboard**. Click **MANUAL SETUP**.
5. Enter your **student email address** again for **Domain\username** and change the exchange server to **outlook.office365.com**. Then click **Next**.

6. Follow the prompts to allow the application. When you get to the **Account options** page change Period to sync Email from **3 days** to **All**.