

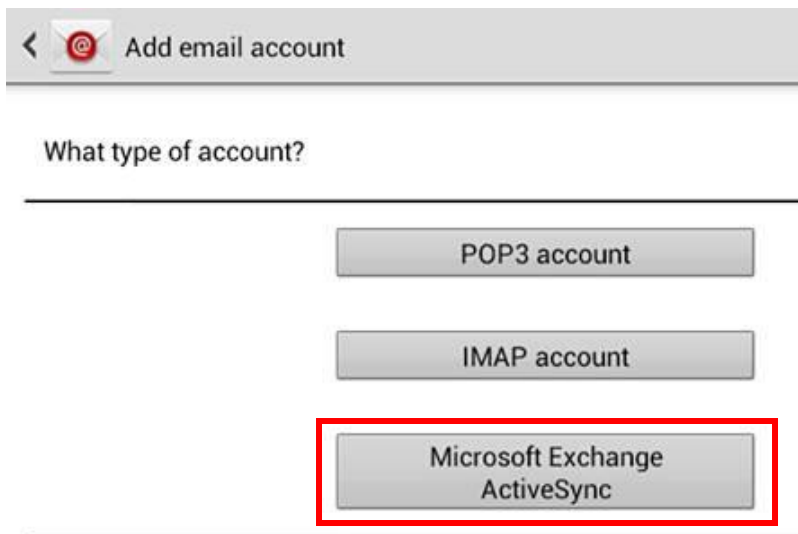


Office 365 Webmail: How to Configure Using Android Mobile

Step 1: Click on “Email”.



Step 2: Click on “Microsoft Exchange ActiveSync”.




Step 3: Enter Information.

Note: **User name and password are the only information changed, based on your Login information.**

Click “Next” after information is entered.

Step 4: Adjust settings to your preference. After click “Next”.

 Account options

[< Previous](#) [Next >](#)

Peak schedule

Push

Off-peak schedule

Push

Period to sync email

Automatic

Emails retrieval size

2 KB

Period to sync Calendar

2 weeks

☐ Send email from this account by default

☒ Notify me when email arrives

☒ Sync email


☒ Sync Contacts


☒ Sync calendar

☒ Sync task

☐ Automatically download attachments when connected to Wi-Fi

Step 5: Set account name if needed. (Optional). After Click “Done”.

 Set up email

 Done

Your account is set up, and email is on its way!

Give this account a name (Optional)

Triton