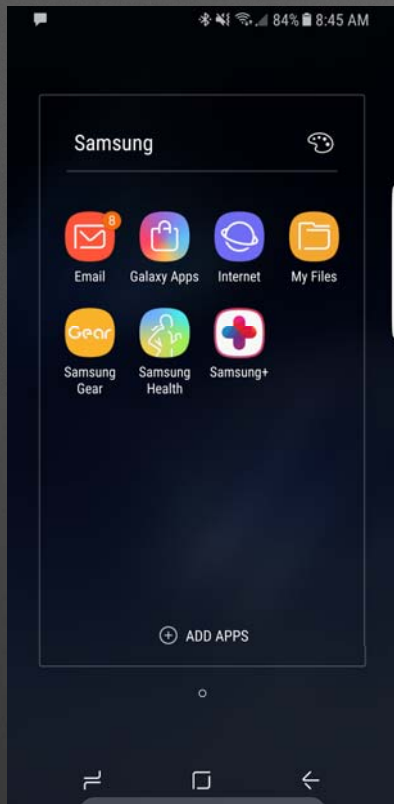


FMU Email

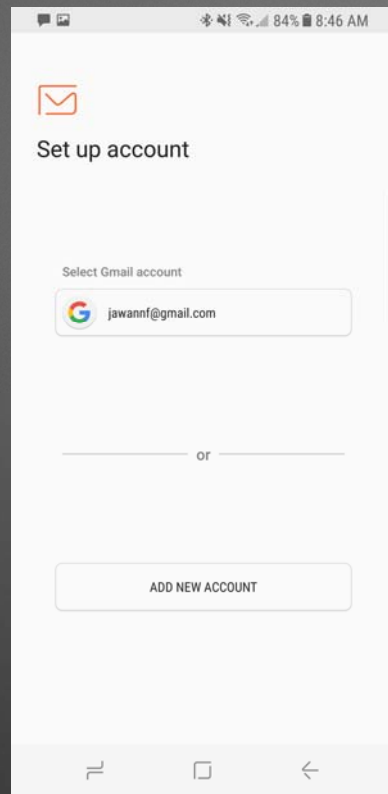
 Office 365



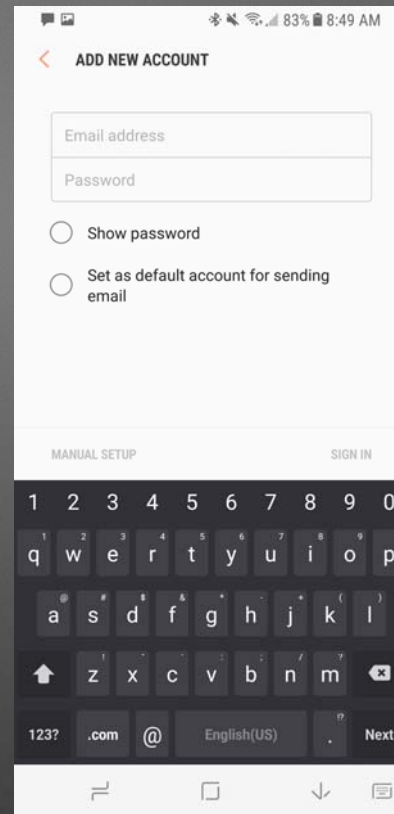
FMU Information Management And Technology
www.fmuniv.edu



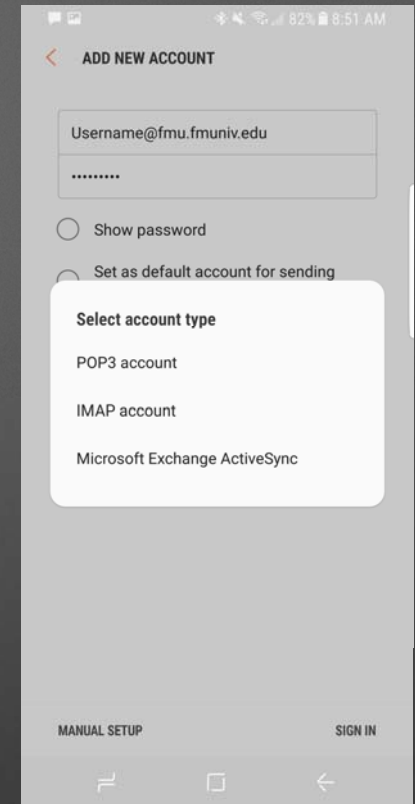
Step 1) Open Email App



Step 2) Tap add New Account



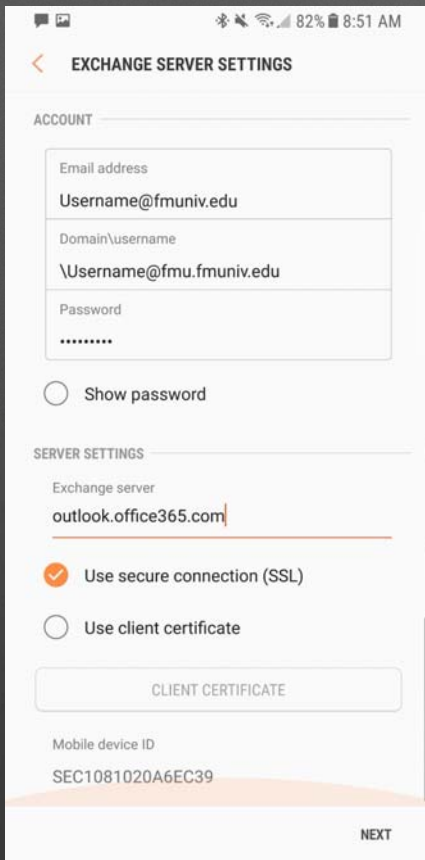
Step 3) Tap add New Account



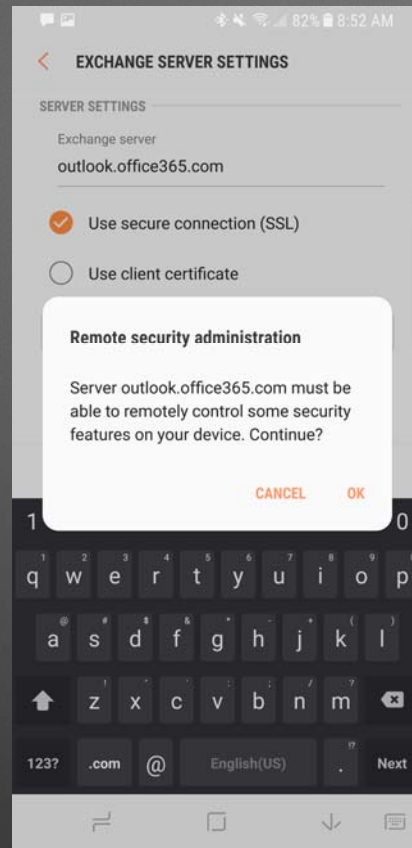
Step 4) Select - Microsoft Exchange ActiveSync

Setting up Office 365 on Android

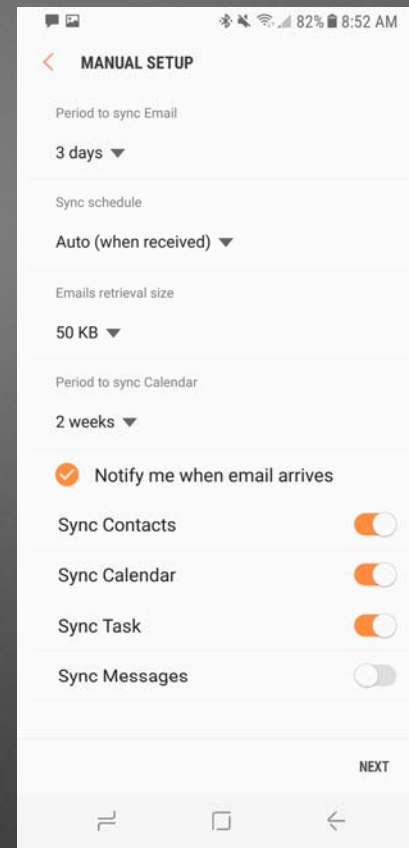
Open the Email App - Add New Account - Enter email address and password - select Microsoft Exchange as account type



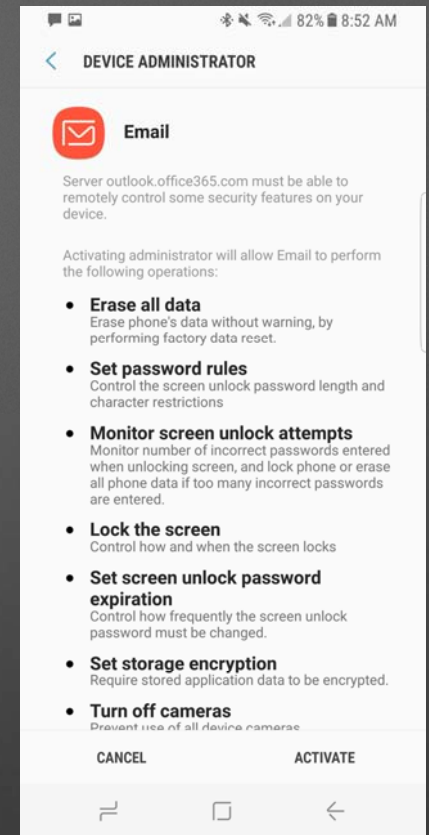
Step 5) Input information as shown using your own Username then click Next.



Step 6) The screen above will appear. Click OK.



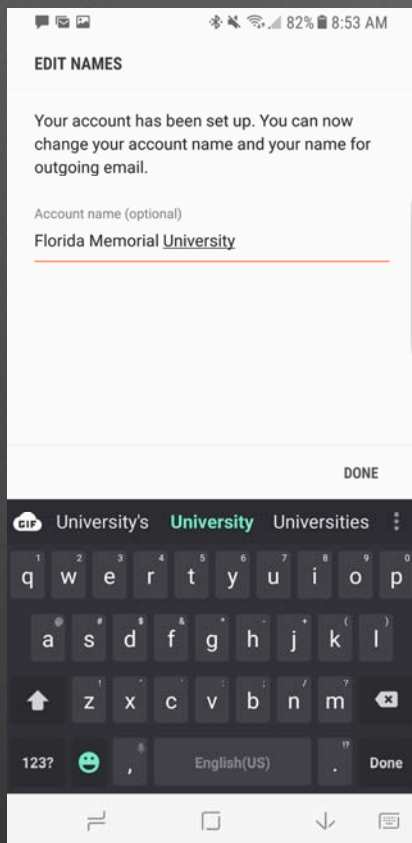
Step 7) Choose your preferences on what features you'd like to SYNC. Click Next



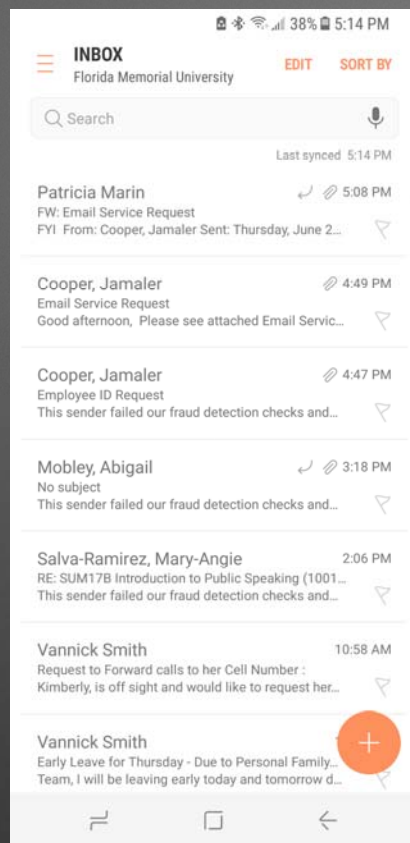
Step 8) Review the information presented and then Click Activate.

Setting up Office 365 on Android

Enter "outlook.office365.com" as exchange server - click OK for Remote Security Administration - select period of days to sync emails to your desired setting - Activate Device Administration



Step 9) You can give your email account an account name if you have different email accounts to quickly identify them.



Step 10) Your mail should start syncing upon completion of all steps.



FMU Information Management And Technology
www.fmuniv.edu

Setting up Office 365 on Android

Give the account a name Florida Memorial University and click Done - Emails will start to sync - All Done