Office 365 Email Instructions Android Email

Information Technology & Resources • 610-902-8366 • itrhelp@cabrini.edu



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Note: These instructions apply to Android's basic Email app - NOT the Gmail app, which is also included on most Android devices. Disclaimer: Because the Android operating system's appearance may differ between updates and devices, ITR cannot guarantee 100% accuracy of these instructions. Menu options may vary.

Adding an Account to Android Email

- 1. Open Settings.
- 2. Scroll down and select Accounts.
- 3. Select Add Account.
- 4. Select Email.

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5. Select Microsoft Exchange.

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- 6. Enter your Cabrini email address (abc123@cabrini.edu) and password, then select Next.
- 7. Approve any security prompts that appear.
 - If your account cannot be verified, choose **Manual Setup** instead and change the following settings:
 - a. Server address: outlook.office365.com
 - b. Username: Your official Cabrini email address (abc123@cabrini.edu)

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Microsoft Exchange Sign-in	Server settings		
EMAIL ADDRESS abc123@cabrini.edu PASSWORD	EMAIL ADDRESS abc123@cabrini.edu SERVER ADDRESS		
Show password	outlook.office365.com ?? Domain PORT NUMBER	Account info To add this account automatically, your account info will be sent to https://autodiscover.autlok.com /autodiscover/autodiscover.ml.	Remote security administration The cabrini.edu server must be allowed to remotely control the security features on your phone.
MANUAL SETUP NEXT 1 2 3 4 5 6 7 8 9 0 q w e r t y u i 0 p a s d f g h j k l tion z x c v b n m	443 userNAME abc123@cabrini.edu PASSWORD	CANCEL SEND	CANCEL ALLOW
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- 9. Choose which additional basic Android apps (not the separate Google versions) you want this account to sync with, then select **Next**.
- 10. Choose a name for your Cabrini inbox, then select **Done**.
- 11. Approve the next security prompt by choosing Activate.

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12. Your email account is now configured. Open the Email app on your device to view your email.

Removing an Account from Android Email

- 1. Go to Settings, then Accounts, then select Microsoft Exchange.
- 2. Select your Cabrini email address.
- 3. Tap the three dots in the upper-right corner, then select Remove Account and confirm your choice.

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	ADD ACCOUNT			

4. Your Cabrini email account is now removed and your inbox will no longer appear in the Android Email app. This does not delete your emails from Office 365.

Updating Your Email Password

If your Cabrini email password has changed, follow these instructions to update the password that is saved on your Android device. If you run into difficulties, it may be easier to remove the account from your device and re-add it.

- 1. In your Inbox, tap the three dots in the upper-right corner and select Settings.
- 2. Select your Cabrini email account.
- 3. Scroll to the bottom and select **Server Info**.
- 4. Enter your new password and tap **Save**.

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