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**
  - 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)
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