ANDROID PHONE OR TABLET

To get your Lincoln University email working on your Android mobile phone or tablet, you will need to update the settings to point to Office 365. This can be as a new connection or to update your existing Lincoln University email connection after you have been migrated to Office 365

Android software comes in many variations by software version and individual manufactures modifications. Below are the current generic instructions, if these do not work for your phone you will be best to search the internet for 'Office 365 Exchange Email setup for *your particular model of phone* '

Below are the instructions for;

1. Updating your existing mail connection to point to Office 365
2. Adding your account to the built-in Android app
3. Adding your account to the Outlook for Android app

1. UPDATING YOUR EXISTING MAIL CONNECTION TO POINT TO OFFICE 365

1. On your phone, Tap **Settings** > **Accounts**
2. Under My accounts, Tap **Microsoft Exchange ActiveSync > Settings**
3. Tap your **Lincoln University email address**
4. Tap **More Settings**
5. Tap **Exchange Server Settings**
6. In the **Exchange Server** field, change the address listed to **outlook.office365.com**
7. Click **Done** to update.

2. USE THE BUILT-IN ANDROID MAIL APP

View these Android mail app steps in a video.

1. If you have an existing lincoln.ac.nz account remove this first
2. Tap **Settings** > **Accounts** >
3. Tap **Settings** > **Accounts** > **Add account** > **Email**.
4. Type your full email address, for example tony.test@lincoln.ac.nz, type your password, and then tap **Next**.
5. Select **Exchange**.
6. Depending how the Exchange administrator in your organization set up your account, you might receive a message about additional security features. Select **OK** or **Continue.**
7. Once the device verifies the server settings, the **Account Options** page opens. Accept the defaults or select the options for how you want to receive and send your mail, and then tap **Next**. (You may need to scroll down to see **Next**.)
8. On the **Setup email page** you can change the name of your account. When you're finished tap **Done**.

If you synced your calendar and contacts in step 5 you can go to those apps on your phone to view any items that might be there. If you synced tasks as well, you should see them in the calendar app on your device. It might take a few minutes for everything to sync.

If your device can't connect make sure you typed your email address and password correctly and try again. If you still can't connect, try setting it up manually following the steps below.

3. USE THE BUILT-IN ANDROID MAIL APP (MANUAL SETUP)

Manual set up (if required)

1. Tap **Settings** > **Accounts** > **Add account** > **Email**. This application might be named **Mail** on some versions of Android.
2. Type your full email address, for example tony.test@lincoln.ac.nz, type your password, and then tap **Next**.
3. Select **Manual**.
4. Review the settings on the **Exchange server settings** page and update if necessary.
   - **Email**
     Make sure your full email address is in this box, for example, tony.test@lincoln.ac.nz.
   - **Domain\Username**
     Type your full email address in this box, for example, tony.test@lincoln.ac.nz. If **Domain** and **Username** are separate text boxes in your version of Android, leave the **Domain** box empty, and type your full email address in the **Username** box.
   - **Password**
     Use the password that you use to access your account.
   - **Exchange Server**
     Enter **outlook.office365.com**.
   - Make sure the **Use secure connections (SSL)** box is checked.
5. Tap **Done**.
6. Depending how the Exchange administrator in your organization set up your account, you might receive a message about additional security features. Select **OK** to continue.
7. Accept the defaults or make changes for how you want your account to sync on your device. When you're finished, swipe to the bottom and tap **Next**.
8. On the **Set up email** page you can change the name of your account. When you're finished tap **Done**.

If you synced your calendar and contacts in step 7 you can go to those apps on your phone to view any items that might be there. If you synced tasks as well, you should see

them in the calendar app on your device. It might take a few minutes for everything to sync.

4. USE THE OUTLOOK FOR ANDROID APP

Note: Outlook for Android requires a device running Android 4.0 or later. App availability varies so find out what's available in your country.

By using the Outlook for Android you can access your email, calendar, contacts, and OneDrive files from within the app rather than having to check separate apps.

Note: You cannot access tasks from the Outlook for Android app.

1. Download the Outlook for Android app from the Google Play store if you haven't installed it yet.

   If you already have it installed, open it and then depending on your device, tap the navigation control at the bottom of your Android, or tap **More** > **Settings** > **Add Account**.

2. Tap **Exchange** if your organization uses an Exchange-based mail account.
3. Enter your full email address, for example tony.test@lincoln.ac.nz, type your password, and then tap **Sign in**. Outlook for Android then starts syncing the account.
4. To view your calendar, files, or contacts from the app, tap **More**
5. To learn more about using Outlook for Android, tap the navigation control at the bottom of your device, or tap **Menu** > **Help**. Or, see Frequently asked questions about Outlook for iOS and Android.

You can have more than one account in Outlook for Android. Select the type of account you want to add and follow those steps.

Delete an account

1. Depending on your device, tap the navigation control at the bottom of your device, or tap **More** > **Settings**.
2. Tap the account you want to delete.

Select **Remove Account from Device and Remote**.