

Android - Connecting to Office 365

NOTE: You may see slightly different pictures depending on which version of Android you're using, but the process is very similar, and IT may be able to assist if necessary (if they're familiar with Android).

You will need to create a new Exchange connection Friday, as the old one will stop working Thursday night. If you're already synching with Exchange, you'll need to remove that account first on your Android. Then add a new one.

Please be patient during the switch to Office 365, it may take some time to download. Please use the browser on your mobile device if available, or use Firefox, Chrome, and Internet Explorer on a computer to access your mailbox (<https://webmail.galencollege.edu>) if you have problems connecting your phone.

If you run into any problems, your local IT technician will be SUPER HAPPY to assist and get you up and running as soon as possible!

DETAILED STEP-BY-STEP INSTRUCTIONS (ver. 22 Oct 2014)

1. Go to Settings and Accounts and Synch screens [Picture 1]
2. Remove any existing Exchange account you have on your Android [Picture 2]
3. Add a new account, and select Exchange [Pictures 3 and 4]
4. Enter your full email address, and your regular network password—accept any security warnings it shows [Pictures 5 and 6]
5. Select which types of data you want to synchronize with Exchange (Office 365) and give the account a name that's easy to recognize [Pictures 7 and 8]

