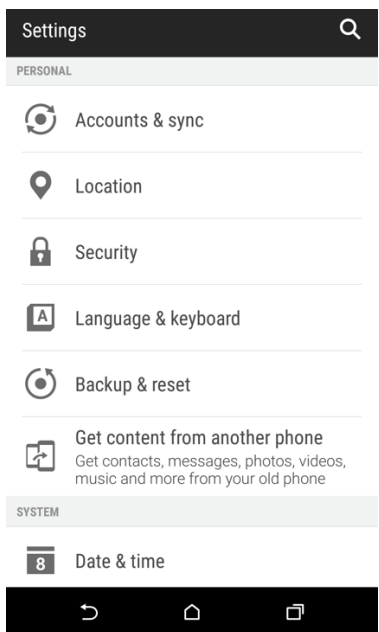## Android Guide to Setup Exchange email
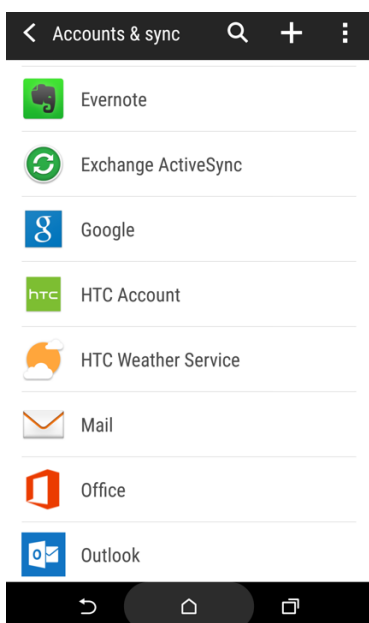
Following your migration to Office 365, you'll need to remove your current email account and re-add an account with the new settings.
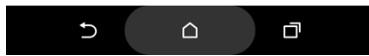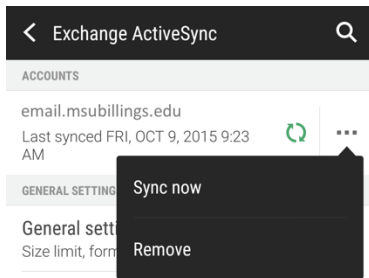
To remove your current Exchange account:
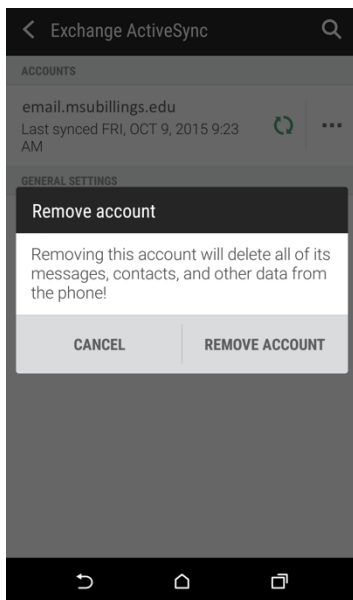
1) Go to the Settings on your phone.

2) Select Accounts & sync.

3) Select Exchange ActiveSync, then tap on the dots and select remove.
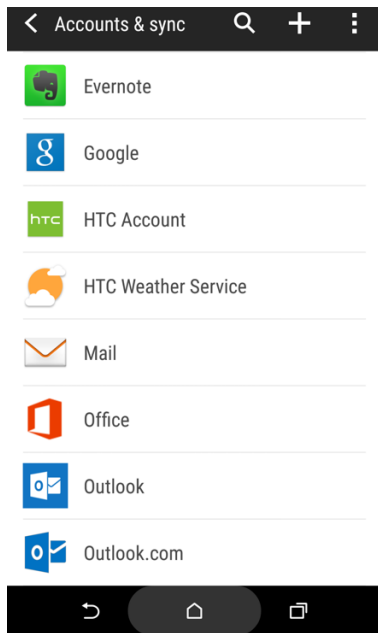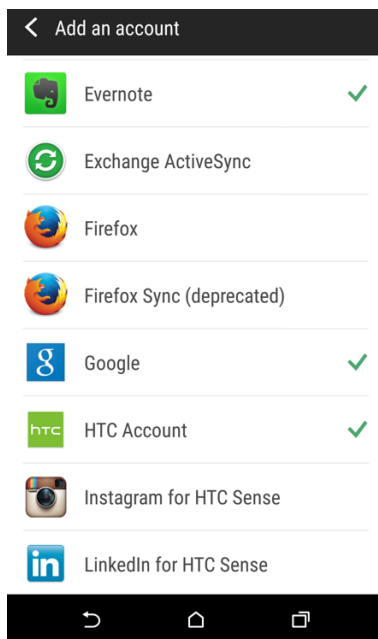

4) Select Remove Account.

To add a new Exchange account:

1) Go to Settings on your phone and select Account & sync.

2) Tap/select the + in the top right corner to add an account

3) Select Exchange ActiveSync.

4) Select Manual setup and enter the email settings accordingly

Set up Exchange ActiveSync account

EMAIL ADDRESS

email.msubillings.edu

SERVER ADDRESS

outlook.office365.com

DOMAIN

msubillings

USERNAME

email.msubillings.edu

PASSWORD

•••••••••

BACK	NEXT

Set up Exchange ActiveSync account

outlook.office365.com

DOMAIN
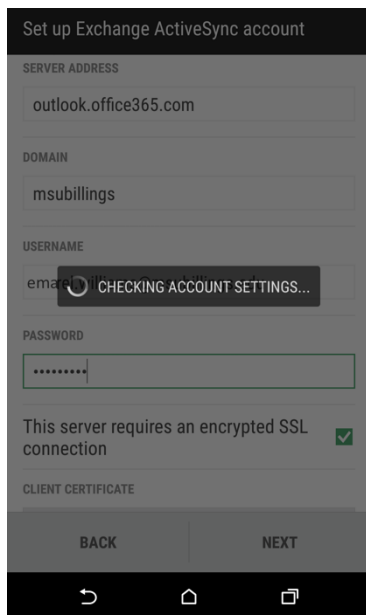
msubillings

USERNAME

email.msubillings.edu

PASSWORD

•••••••••

This server requires an encrypted SSL connection ☑

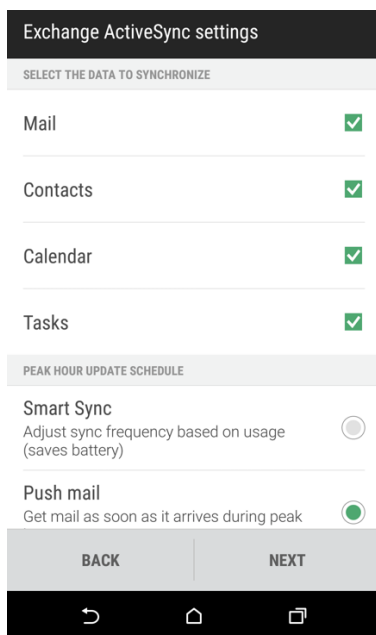CLIENT CERTIFICATE

Select certificate
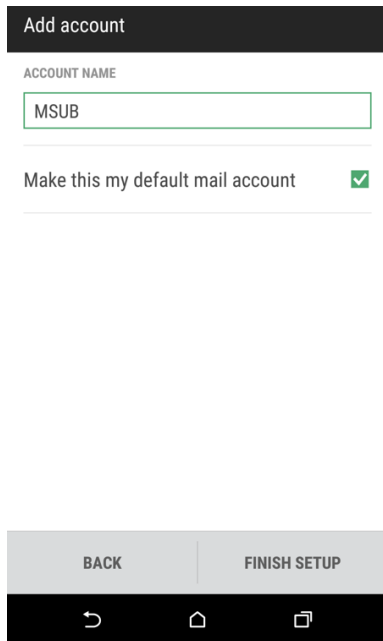
BACK	NEXT

5) Tap Next to continue.

6) Select the Data to Synchronize and then select Next.

7) Give the account a descriptive name and select default mail account (optional).

Add account

ACCOUNT NAME

MSUB

Make this my default mail account ☑

BACK | FINISH SETUP

8) Select Finish Setup.