Android Phones Post Migration Process

These instructions are for configuring your Android phone for Office 365 using an ActiveSync connection. This will allow you to access your Office 365 email, as well as synchronize your Android contacts and calendar with your Office 365 contacts and calendar.

Removing Your Old Exchange Account

1. In the System Settings, scroll down to Accounts and select the entry for Exchange. It may be listed as Work or Corporate.
2. Select your former Exchange account, then select Remove account at the bottom of the menu. Tap OK to confirm.

Adding Your New Office 365 Account

**Autodiscover Method:**

1. In System Settings, under Accounts, select +Add Account.
2. Select the option for Exchange. It may be listed as Work or Corporate.
3. Configure your Exchange account in the provided fields.
   a. Email Address: Your email address (e.g., netid@creighton.edu)
   b. Password: Your Blue password
4. Your Android phone will try to set up your email account automatically.

**Note:** If you experience problems, try it twice, in case there was a mistype. Give Autodiscover a chance to work.

**Manual Method**

Enter the manual setup option, available on most devices. Use the following settings:

1. Email address: NetID@creighton.edu
2. Server address: outlook.office365.com
3. Domain: Blue
4. Username: NetID@creighton.edu

**Note:** The Domain and Username may appear together on one line such as: Domain\Username

If this is the case you will enter the information as this: Blue\NetID@creighton.edu
Additionally, it may also not be necessary to include the Domain on this. Try it as directed and if that fails, try it without the Domain.

5. Type in your Password: **Your Blue Password**
6. Enable/check the option for “this server requires an encrypted SSL connection”.  
7. Tap **Next** and choose which items you would like to synchronize, then select **Done**.  
8. Finally, you may be prompted to choose a name for the account you have just added.  

**Note:** The Domain and Username may appear together on one line such as: **Domain\Username**  
If this is the case you will enter the information as this: **Blue\NetID@creighton.edu**  

**Note:** if you experience problems, try this twice, in case there was a mistype. If neither the autodiscover nor manual method works, try rebooting the device or contact our **DoIT Service Staff** at **402-280-1111, Option 3 or toll free at: 800-329-1011, Option 3.**