Concordia Texas University

Information Technology Server Team

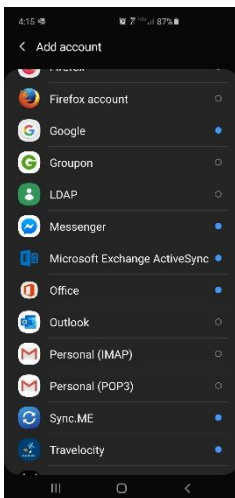# How to add Office 365 Email to an Android

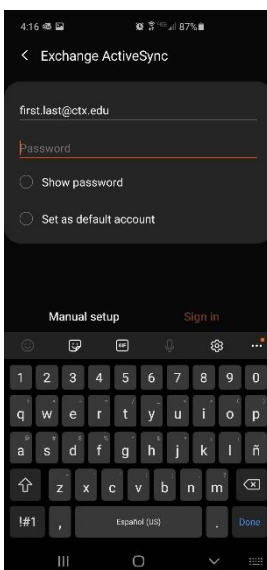# How to add Office 365 Email to an Android

1. Locate your **Settings icon** within your Applications folder.

2. Within Settings, scroll down and select "Accounts and Backup"
3. Click on "Accounts"
4. Click on "Add Account"
5. Scroll down and Choose "Microsoft Exchange ActiveSync"

6. Enter your CTX Student email address and password

7. Click on Sign In

8. Select your preferred options to be synced on your mobile device and select Done