1. Navigate to the settings menu. Once there go to the **Email** menu. If there is no email menu, go to **Accounts, Add Account** then **Email**
2. Click on the **Microsoft Exchange Active Sync**

3. Enter your University Email Address (usually **First.LastName@usm.edu**) and **CampusID Password**, Then Click **Next**.
4. Email Address (usually First.Lastname@usm.edu)  
   Domain Leave Blank  
   Username \w+ID#@usm.edu  
   Password CampusID  
   Password Exchange Server outlook.office365.com if that doesn't work then use m.outlook.com  
   Check Box for Use secure connection (SSL), Then click Next
5. When the Activation screen pops-up Click **Ok**
6. Click **Ok** at the Security Update Required
7. Your Device will then Start to Retrieve your account information
8. Click **Ok** at the Remote Security Administration.
9. Make your selections as to how you would like your emails to Sync, then click **Next**.
10. Select **Activate**

11. Enter the name for the account which will be displayed in the drop down menu. Example **USM** or **Exchange**, then click **Done**
12. **Congratulations!**
   You are done setting up your Microsoft Office 365 account for your Android device. To access emails select the **Email** app shown in the screen shot.