

Office 365 Email Instructions

Android Email

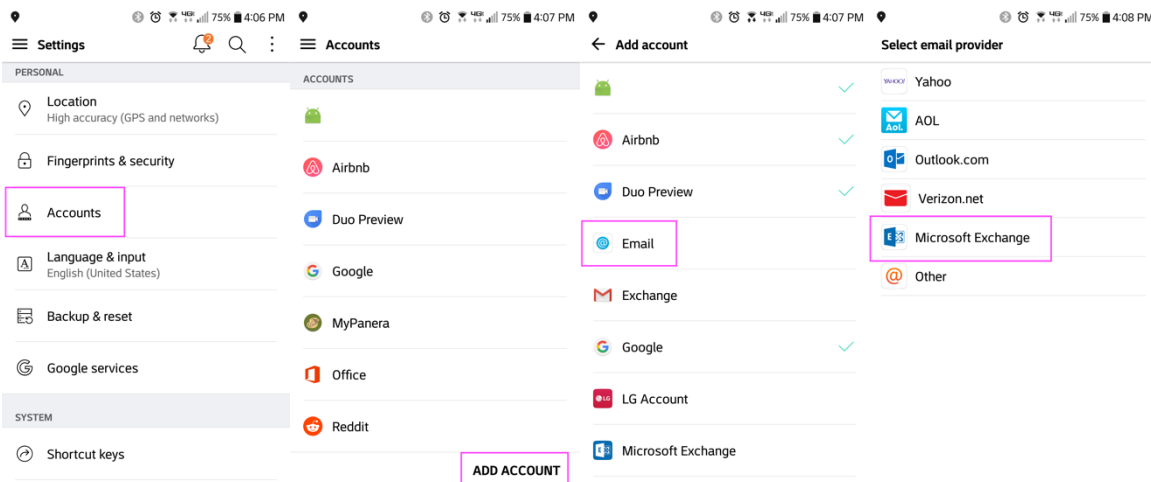
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Updated September 12, 2018

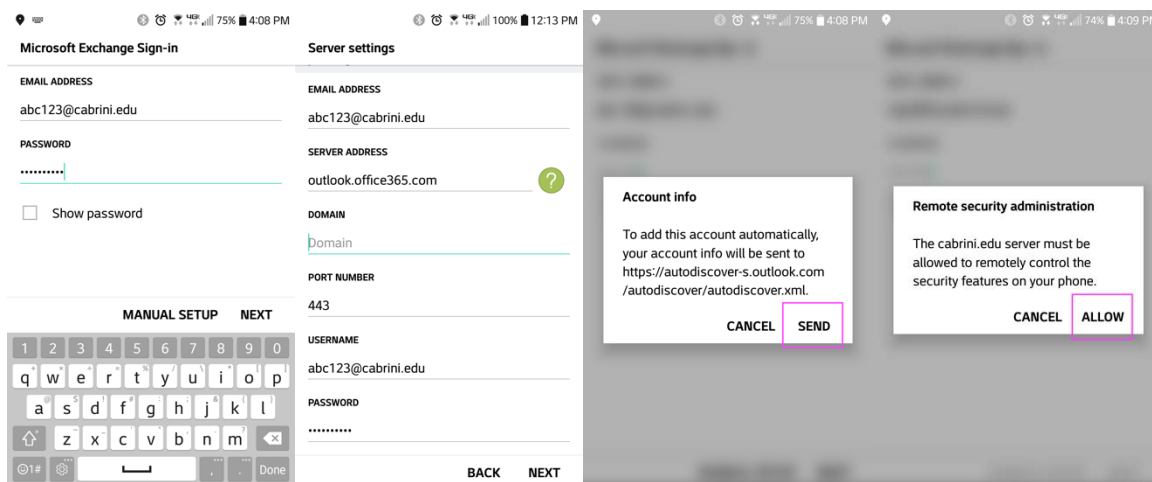
Note: These instructions apply to Android's basic Email app – NOT the Gmail app, which is also included on most Android devices.
Disclaimer: Because the Android operating system's appearance may differ between updates and devices, ITR cannot guarantee 100% accuracy of these instructions. Menu options may vary.

Adding an Account to Android Email

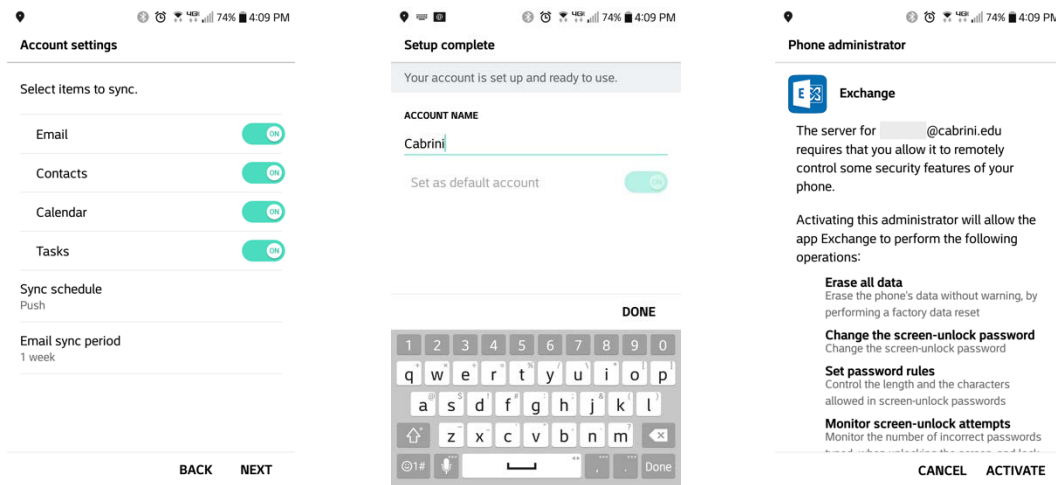
1. Open **Settings**.
2. Scroll down and select **Accounts**.
3. Select **Add Account**.
4. Select **Email**.
5. Select **Microsoft Exchange**.



6. Enter your Cabrini email address (abc123@cabrini.edu) and password, then select **Next**.
7. Approve any security prompts that appear.
8. If your account cannot be verified, choose **Manual Setup** instead and change the following settings:
 - a. Server address: **outlook.office365.com**
 - b. Username: Your official Cabrini email address (abc123@cabrini.edu)



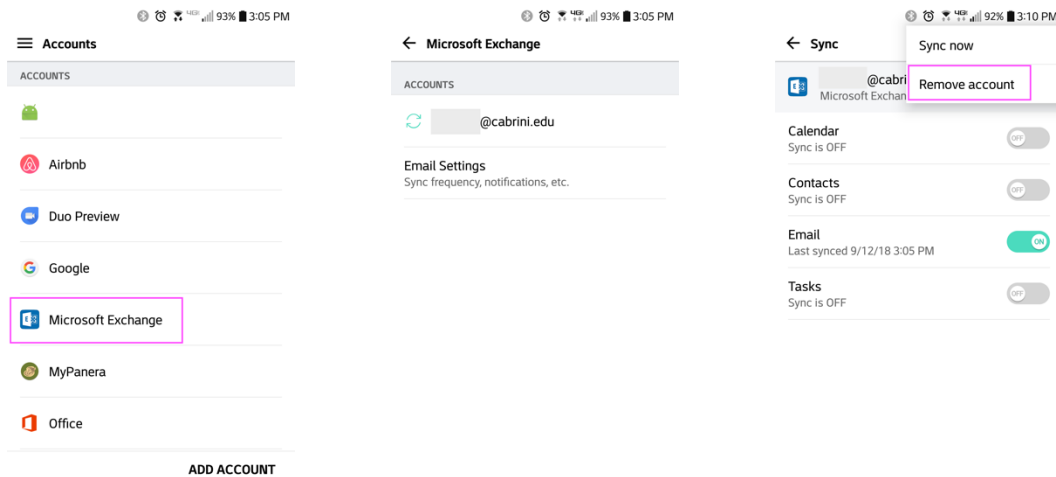
9. Choose which additional basic Android apps (not the separate Google versions) you want this account to sync with, then select **Next**.
10. Choose a name for your Cabrini inbox, then select **Done**.
11. Approve the next security prompt by choosing **Activate**.



12. Your email account is now configured. Open the Email app on your device to view your email.

Removing an Account from Android Email

1. Go to **Settings**, then **Accounts**, then select **Microsoft Exchange**.
2. Select your Cabrini email address.
3. Tap the three dots in the upper-right corner, then select **Remove Account** and confirm your choice.



4. Your Cabrini email account is now removed and your inbox will no longer appear in the Android Email app. This does not delete your emails from Office 365.

Updating Your Email Password

If your Cabrini email password has changed, follow these instructions to update the password that is saved on your Android device. If you run into difficulties, it may be easier to remove the account from your device and re-add it.

1. In your Inbox, tap the three dots in the upper-right corner and select **Settings**.
2. Select your Cabrini email account.
3. Scroll to the bottom and select **Server Info**.
4. Enter your new password and tap **Save**.

