Set up school email on Android device.

The following document provide a quick guide to set up a SMS mail account on any Android device.

**Steps**
From the home screen, tap Applications, go to Settings > Accounts > +Add account.
Select Exchange **ActiveSync**.
This application may be named **Mail, Corporate** on some versions of Android.

Type your **full email address** and **password**, and then select next.
On **Username** type your **full email address**.
**Password** Use the password that you use to access your account.

**Exchange Server** use **outlook.office365.com** for your server name.

Select **OK**

Remote security administration

Server outlook.office365.com requires remote control of some security features. Continue account setup?

| Cancel | OK |
Tap Next.

Select Next and then type a name for this account and the name you want displayed when you send e-mail to others. Select Done to complete the email setup and start using your account.

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