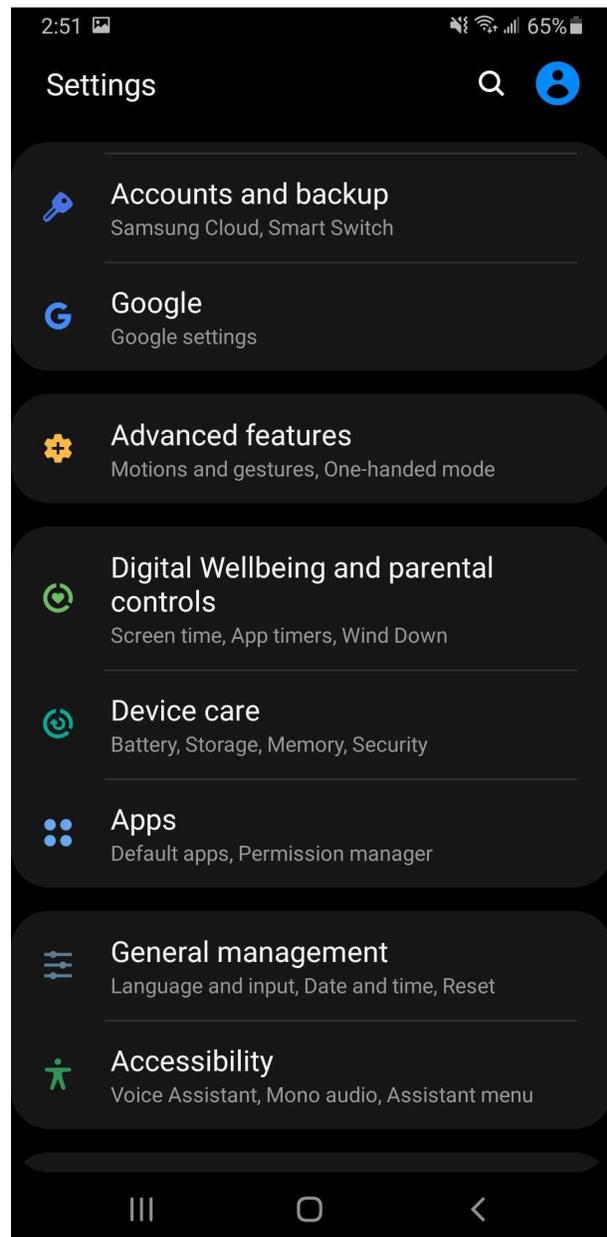|	
# Microsoft 365 on Android v1.0 revised 5/12/2022 Colorado State University Pueblo (CSU Pueblo)	

1 Add MS 365 email to your device

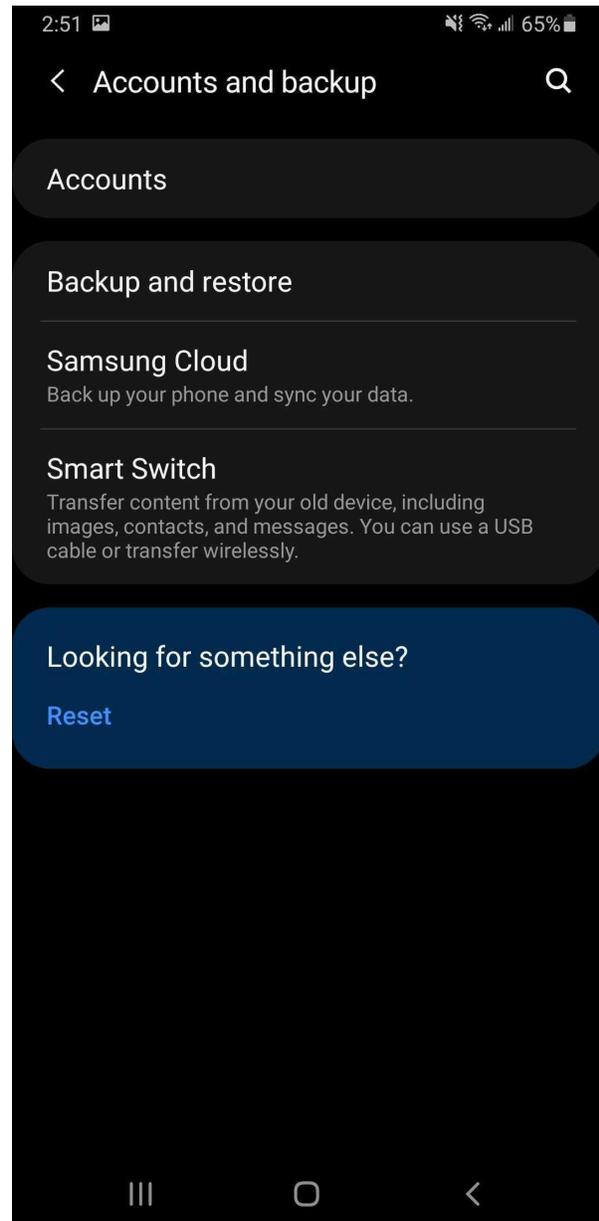Open your phone and navigate to the settings menu to begin

2 Accounts and backup

Tap **Accounts and Backup**

3

Tap **Accounts**

Accounts

Backup and restore

Samsung Cloud
Back up your phone and sync your data.

Smart Switch
Transfer content from your old device, including images, contacts, and messages. You can use a USB cable or transfer wirelessly.

Looking for something else?

Reset

4

Tap **Email**

5

Tap **Office 365**

2:35

Set up Email

G
Gmail
G Suite

Yahoo

o
Hotmail
Outlook

Exchange

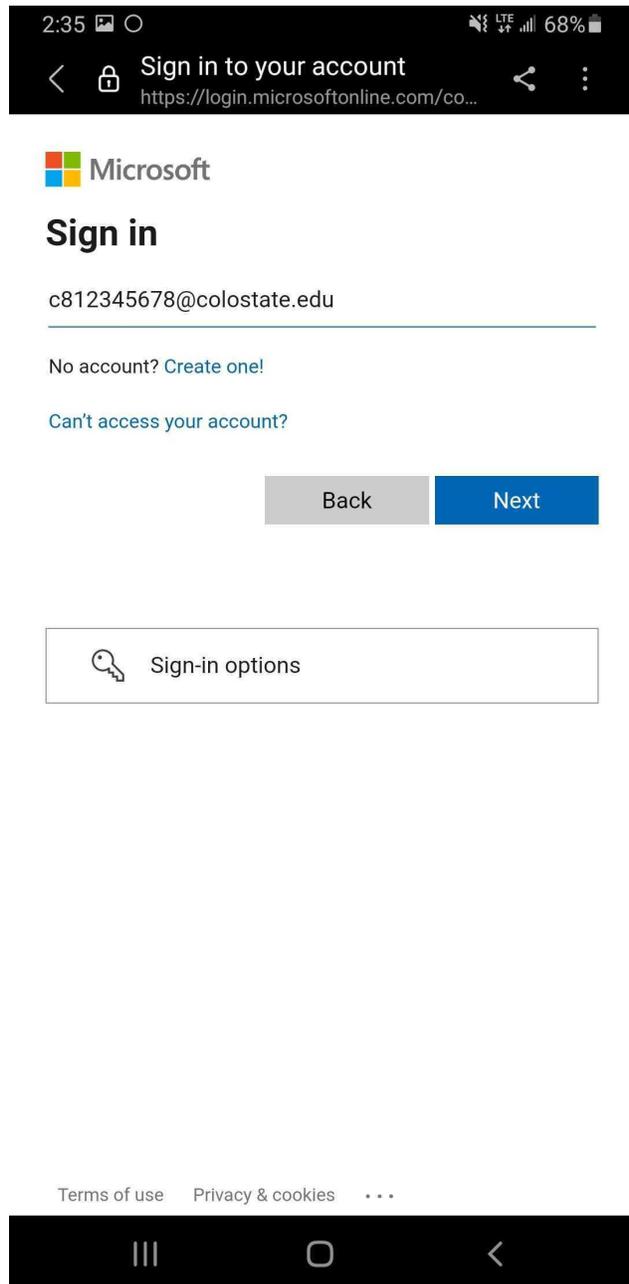Office365

Other
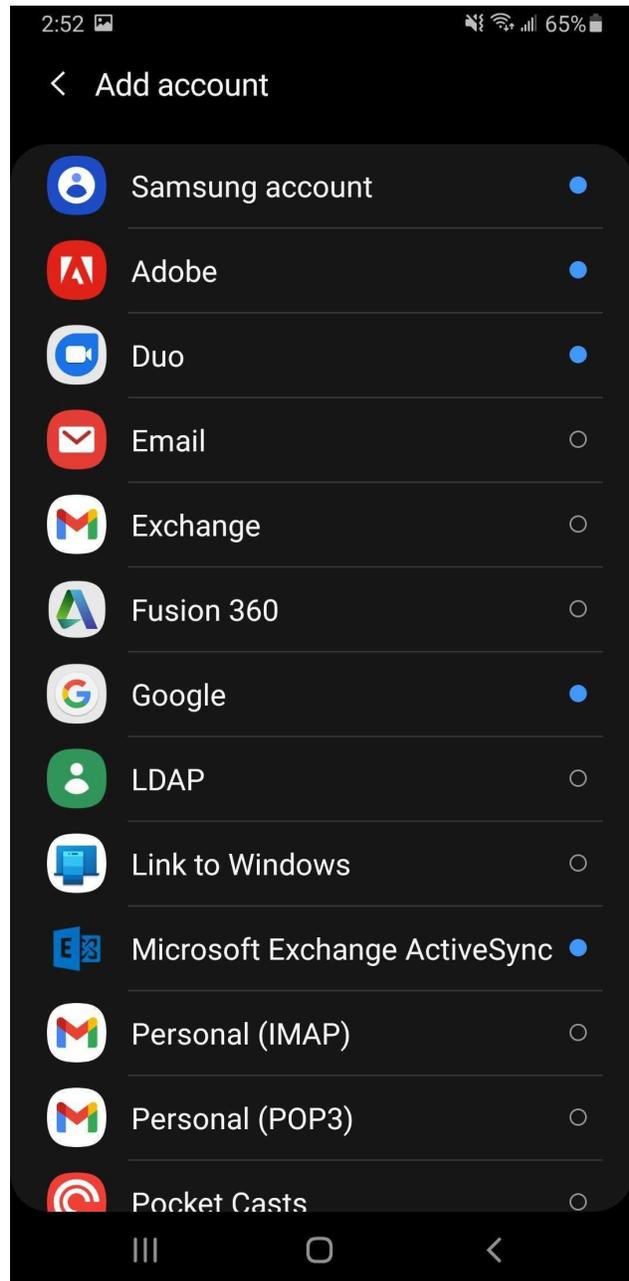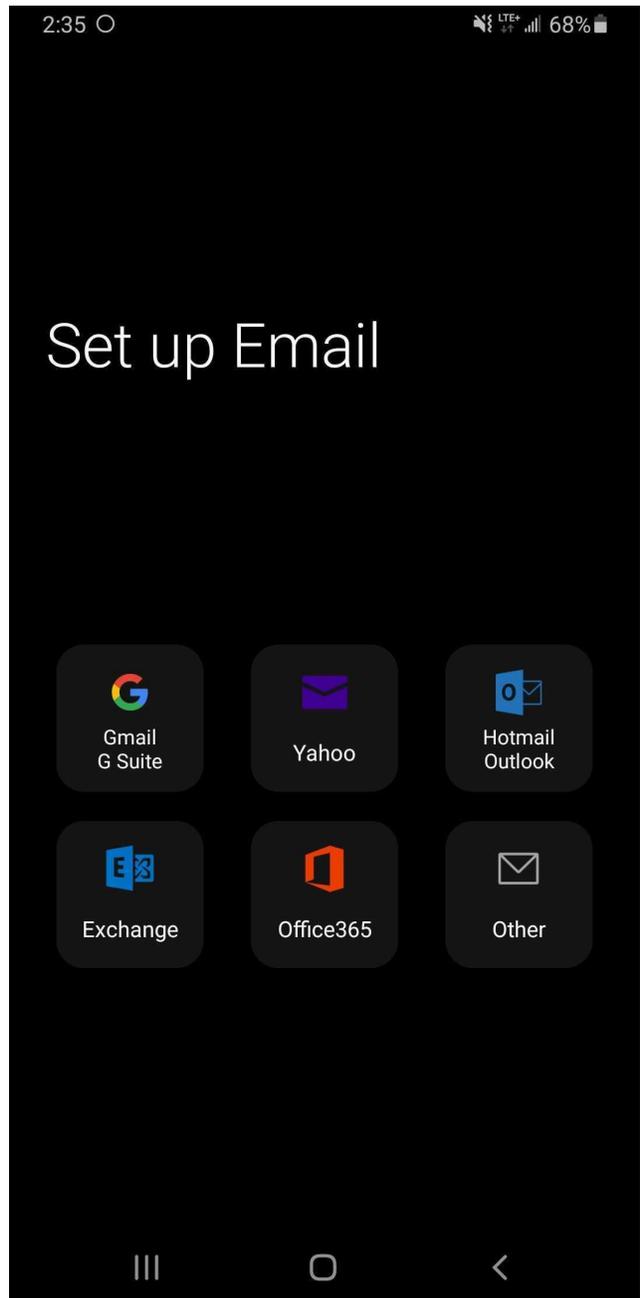
6

Enter your **NetID** followed by **@colostate.edu**

Click **Next**

7

Enter **Password**

2:36

Sign in to your account
https://login.microsoftonline.com/co...

Microsoft

← c831222610@colostate.edu

Enter password

••••••••••••••••••••••

Your account will be remembered on this device.

Forgot my password

Sign in

Terms of use   Privacy & cookies   • • •
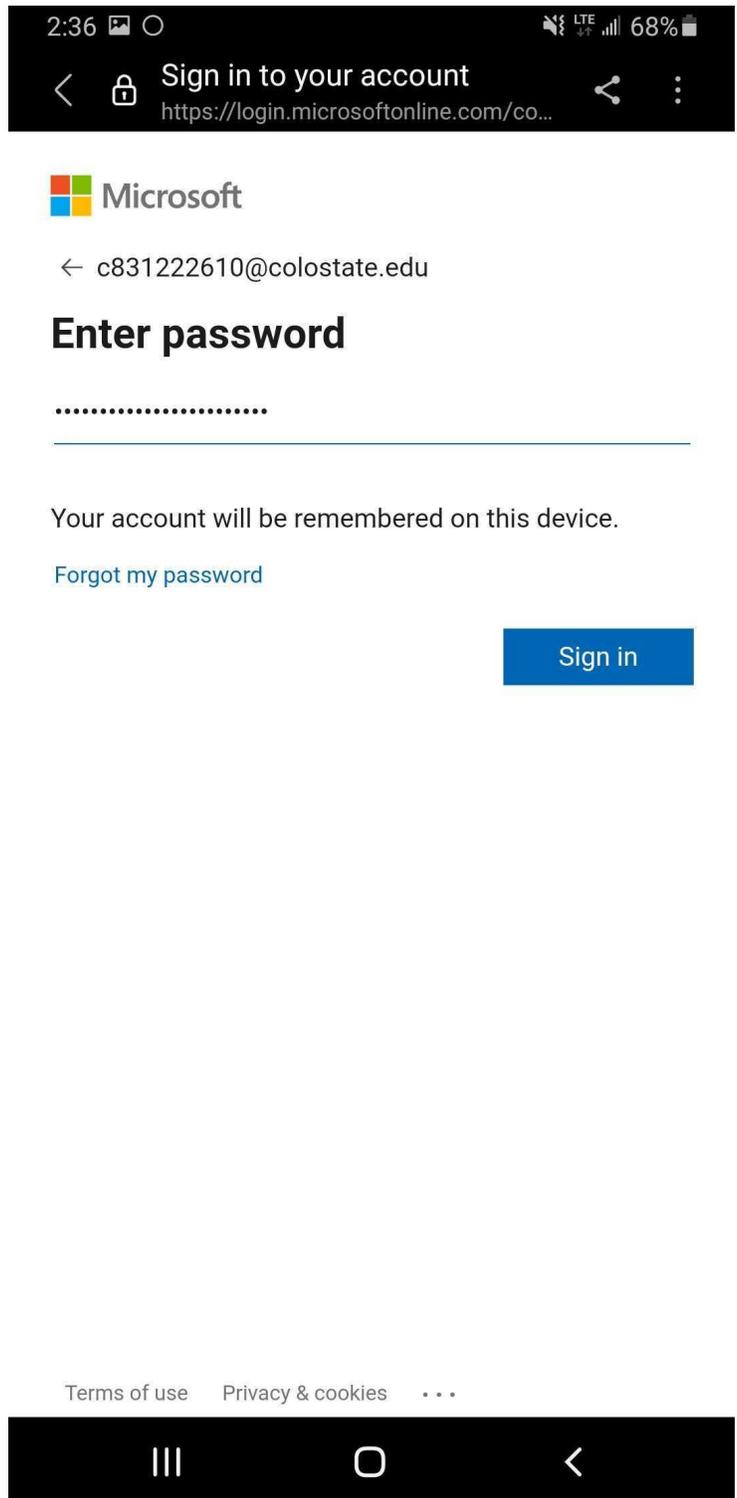
8

Tap **Accept** for the permissions

2:36

Sign in to your account
https://login.microsoftonline.com/co...

Microsoft

c831222610@colostate.edu

Permissions requested

Samsung Email
samsung.com

This application is not published by Microsoft or your organization.

This app would like to:

∨ Access your mailboxes

∨ Read and write access to your mail.

∨ Read and write access to your mail.

∨ Access to sending emails from your mailbox.

∨ Sign you in and read your profile

∨ Maintain access to data you have given it access to

Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. **The publisher has not provided links to their terms for you to review.** You can change these permissions at https://myapps.microsoft.com. Show details

Does this app look suspicious? Report it here

Cancel   Accept

Terms of use   Privacy & cookies   • • •

9

Wait for account to configure

Set up Email

Checking incoming server settings…

Gmail
G Suite

Yahoo

Hotmail
Outlook

Exchange

Office365

Other
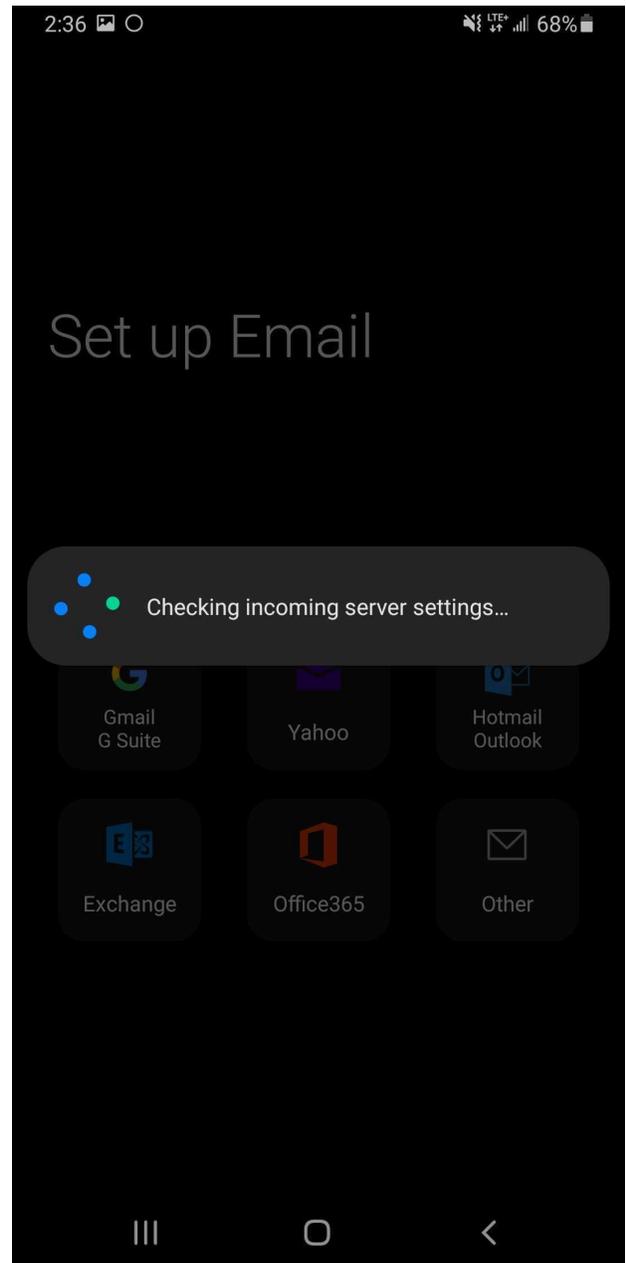
10

Tap **Done** after configuring any sync settings you want to change

Manual setup

Email sync period

1 month ▾

Email sync schedule

Auto (when received) ▾

Emails retrieval size

No limit ▾

Calendar sync period

Always stay synced ▾

Sync contacts

Sync calendars

Sync tasks

Done

11
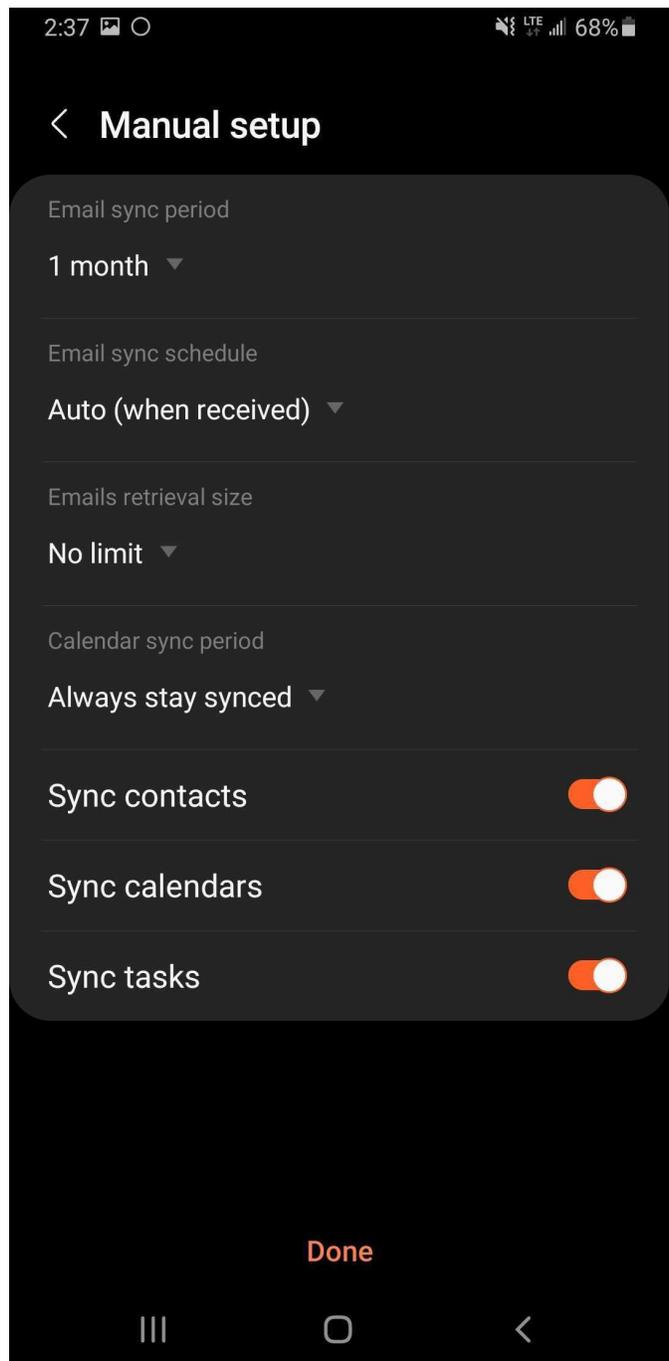
Name your account

Tap **Done**

Your mail app will now be set up and mail should begin to appear.

2:37

Edit names

Your account has been set up. You can now change your account name and your name for outgoing email.

Account name (optional)
My CSU Pueblo Email

Done