1. From the Applications menu, select Email. (This application may be named Mail on some versions of Android.)
   • Enter your email address (ex: student@student.king.edu)
   • Enter your email password
   • Tap Next
2. Select Exchange as the Account type
3. Server settings

- Domain\Username should already be populated. Leave the \ before your email address (ex: \student@student.king.edu)
- Your email password should already be populated. If it is not there, enter it again.
- Server address is: outlook.office365.com
- User secure connection (SSL) must be checked
- Click next

4. Click OK on the Remote security administration.
5. Account Options
   • Chose the options here you would like. Make sure you keep Sync email from this account.
   • Click Next

7. Activate device administrator
   • Click Activate on this screen. This is required by Microsoft in the event your device is stolen, your email account can be erased from the device.

8. Your King Student email account has been setup and starting to sync.