How to
Install Office 365 on an Android Device

1. From the Applications menu, select Email. This application may be named Mail on some versions of Android.

2. Type your full e-mail address (for example Jane.Smith03@qmail.cuny.edu) and your password, and then select Next.

3. Select the Exchange account. This option may be named Exchange ActiveSync on some versions of Android.

4. Enter the following account information and select Next.
   a. Domain/Username: Type your full e-mail address in this box.
      Note: If Domain and Username are separate text boxes in your version of Android, leave the Domain box empty and type your full e-mail address in the Username box.
   b. Password: Use the password that you use to access your account.
   d. As soon as your phone verifies the server settings, the Account Options screen displays. The options available depend on the version of Android and may include:
      i. E-mail checking frequency: The default value is Automatic (push). This option allows e-mails will be sent to your phone as they arrive.
      ii. Amount to synchronize: This limits the amount of mail kept on your phone.
         You can choose from several length options, including One day, Three days, or One week.
      iii. Notify me when e-mail arrives: Your phone will notify you when you receive a new e-mail.
      iv. Sync contacts from this account: If you select this option, your contacts will be synchronized between your phone and your account.
   e. 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 e-mail setup and start using your account.

Remember: You may need to wait ten to fifteen minutes after you set up your account before you can send or receive e-mail.

Please contact the OIT Helpdesk if you have any difficulty setting up your device:
Email: helpdesk@qc.cuny.edu
Phone: 718-997-4444
Location: Dining Hall 151