

Set up Office 365 email in the Android email app

Note: This guide has been created using Android 6.0.1 so you may see some different options.



To use the **built-in Email app** on your Android device:

1. Tap **Settings**.
2. Tap **Accounts**.
3. Tap **Add Account**.
4. Tap **Microsoft Exchange ActiveSync**.
5. Enter your **Email address** and **Password**, tap **Next**.
6. Accept any security / activate messages. You may be prompted to change your passcode / PIN on your phone if it is older than 90 days.

The new mailbox will now be available in the Email app.

Mobile Device Policy

To ensure your email account and any data contained within remain secure, the following policies are applied to your device:

- A minimum 4 digit password for connected devices
- The password will expire every 90 days
- The device will be wiped after 10 failed passwords
- Password recovery is enabled
- Inactivity timer: 15 mins
- Password recycle count: 5
- Policy refresh interval: 12 hour

If you do not accept these terms your device will not connect.