

# STUDENT USERS

## Set up Office 365 Email on **Android Device**

1. Under **System Settings** menu, find your menu option for **Accounts**
2. Select **Add Account** and choose **Email**
3. Enter the following information then select **Next**:
  - **Email address:** Use your full email address ( **firstname\_lastname@scps.k12.fl.us** )
  - **Password:** Use your regular computer password (yyyyymmdd)
  - *Note: Do NOT "set this account as the default for sending emails"*
4. Select **Exchange account**. (*This option may be named Microsoft Exchange ActiveSync on some versions of Android.*)
5. On the next screen, enter the following information then select **Next**:
  - **Email:** *Confirm that your email is correct as you entered it before*
  - **Domain\username:** Change this to your Student ID + "@student.myscps.us"  
( #####@student.myscps.us )
  - **Password:** *Confirm that it is entered correctly*
  - **Exchange Server:** Use **outlook.office365.com** for your server name
  - *Make sure "Use secure connection (SSL)" is checked off*
6. A popup will appear stating that "the server needs to control certain aspects of your phone", I know this sounds scary, but it is really there just in case you lose your phone so that we can remotely wipe your SCPS email from your phone. This strictly for your SCPS email nothing else. Press **OK**.
7. Select the following **Sync Settings**, then select **Next**:
  - **Period to sync Email:** 3 days
    - *This is how much email you want stored on your phone. You can choose how many days' worth you want, but we don't recommend you choose All. That takes up a lot of storage space!*
  - **Sync schedule:** Auto (when received)
    - *This is how often you want your phone to refresh your inbox to check for new emails. If you are not regularly using Wi-Fi or if you do not have much data on your phone plan, you may want to select a less-frequent, or manual, synch schedule.*

- **Email retrieval size:** 50 KB *(There is no need to really change this setting)*
  - **Period to sync calendar:** All calendar
    - *Again, this is how many month of your Office 365 calendar do you want synced to your phone. You probably will not have that much on your calendar, so "All calendar" should be fine.*
  - Notify me when email arrives **(YES)**
  - Sync Contacts **(NO)** – *You will still have access to all SCPS contacts.*
  - Sync Calendar **(YES)**
  - Sync Task **(YES)**
  - Sync Messages **(NO)**
8. On this next screen, press **ACTIVATE** and then change your **Account name** to your full name (First-name Last-name).
9. You're done!
10. When your ready to check your email, find your newly created email app and you're ready to go. 😊