

Setup LACCD Office 365 on native Android mail application.

1. Tap **Settings**.
2. Tap **Cloud and Accounts**
3. Tap **Accounts**.
4. Tap **Add Account**.
5. Tap **Microsoft Exchange ActiveSync**.
6. Enter your **Email address** (ending @laccd.edu i.e. [smithj@laccd.edu](mailto:smithj@laccd.edu)) and **Password** (the same that you setup with the online Single Sign-On or SIS).
7. If you see a **Domain\Username** field, enter your full email address.
  
8. If **Domain** and **Username** are separate fields, enter your full email address in **Username**, and leave **Domain** blank.
9. If you see a **Server** field, enter **outlook.office365.com**.
10. Tap **Next**.
11. To complete auto configuration, tap **Ok**.
12. Select the **Account options** you want to use. Selecting a longer sync period will show you more calendar information and email, and require more memory.
13. Tap **Next**.
14. Tap **Microsoft Exchange ActiveSync**, to see the display name for your email account. You can change the display name, [here](#).
15. Tap **Next**, and you will see your inbox.

Setup LACCD Office 365 on Outlook for Android

1. Open Outlook
2. Tap on 3 horizontal bars on top left
3. Tap on settings (gear icon)
4. Tap Add Account
5. Tap Add an email account
6. If a check list of other accounts you had setup in the past show, uncheck all accounts and tap Skip
7. Enter your Email address (ending @laccd.edu i.e. [smithj@laccd.edu](mailto:smithj@laccd.edu))
8. Tap Continue
9. Enter your Password (the same that you setup with the online Single Sign-On or SIS)
10. Tap Sign In
11. Tap Next
12. Tap Complete