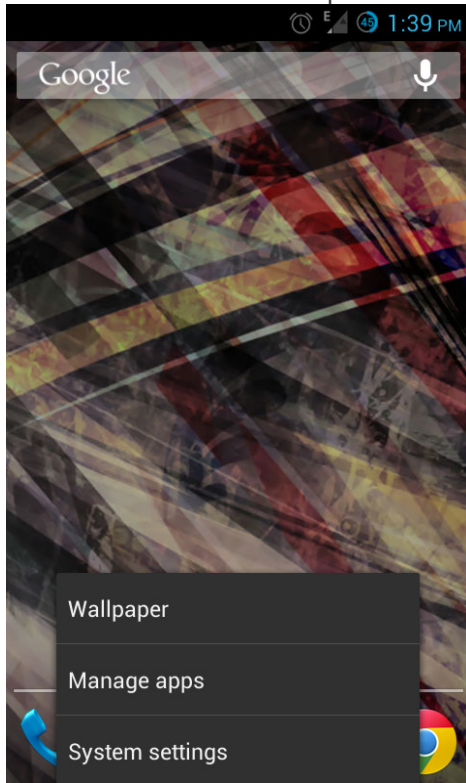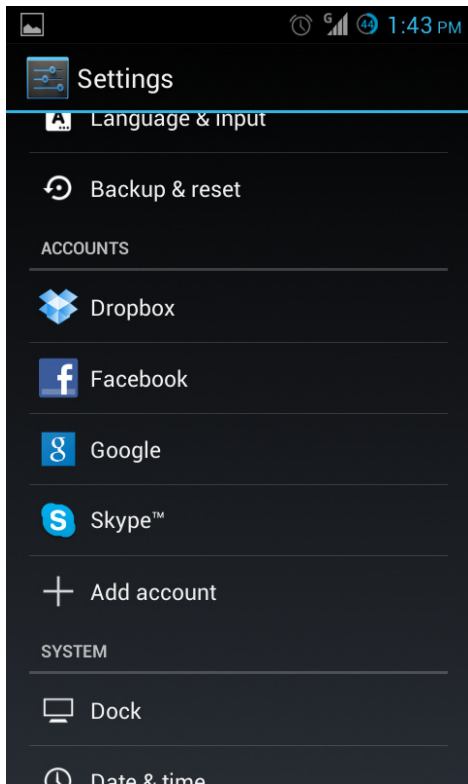# Office 365 Android email setup

These instructions explain how to setup your JCCAL email and calendar with an Android device. Because Android devices from different carriers and manufacturers have differing user interfaces and features. The basic information below should get you connected. The screenshots are from Android version 4.2.1. The screens may differ on other versions of Android.
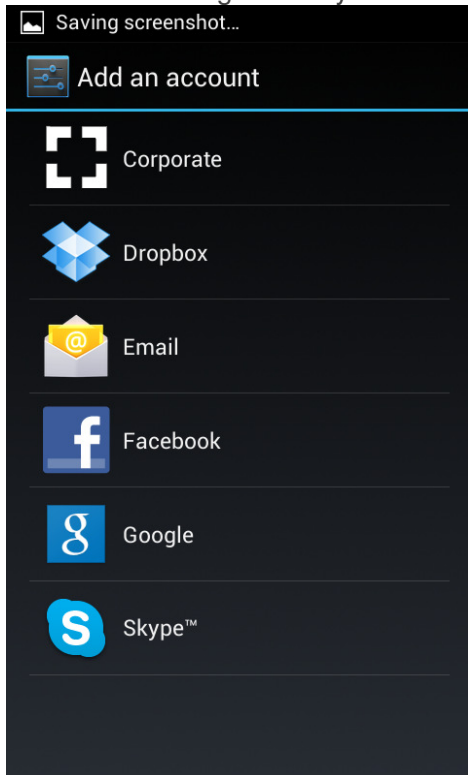
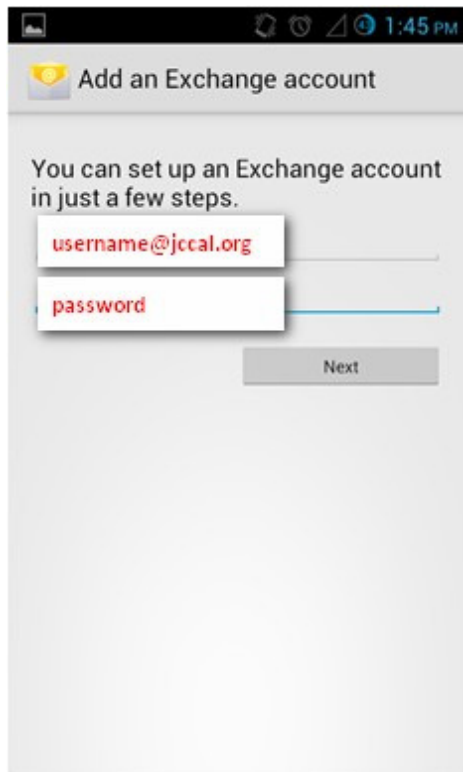1. From the home screen press the Menu button and select System Settings

2. Press Add Account

3. Select Exchange ActivSync. On some phones it may also be listed as Exchange or Corporate

4. Enter you email address and password and Press Next

5. Some phones may receive a Security Warning at this point, press Continue

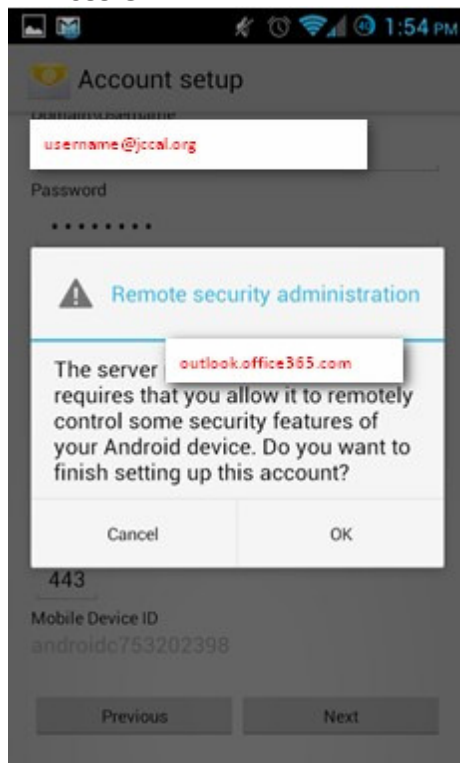6. Username should be entered as **username@jccal.org**

Replace the Server Address with: **outlook.office365.com**

Select the checkbox next to "This server requires an encrypted SSL connection". Some phones may also simply say "Use secure connection (SSL)".
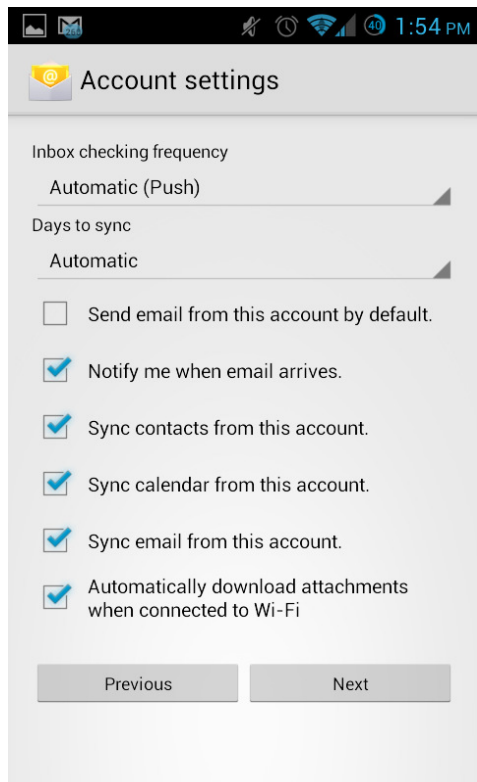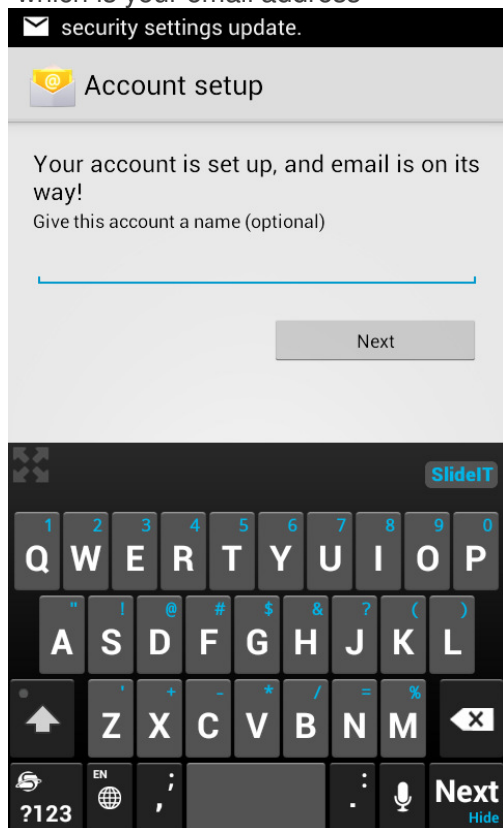
Then Press Next

7. Press OK

8. After a verification, press Next.
9. In the next screen, you will be able to set notifications and sync settings for your account
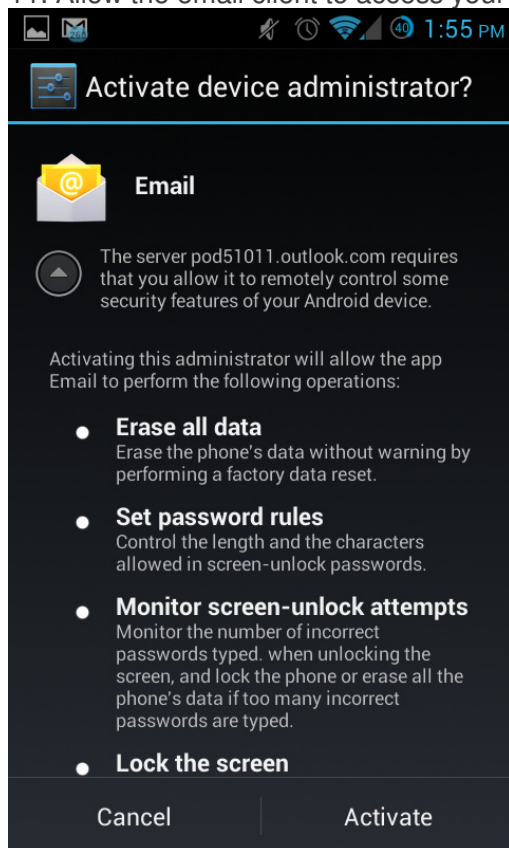
10. Enter a name for your account (i.e. Exchange, Jeffco, Work etc) or leave the default

 which is your email address

11. Allow the email client to access your phone

12. Press Activate, and your mail will automatically download on your phone