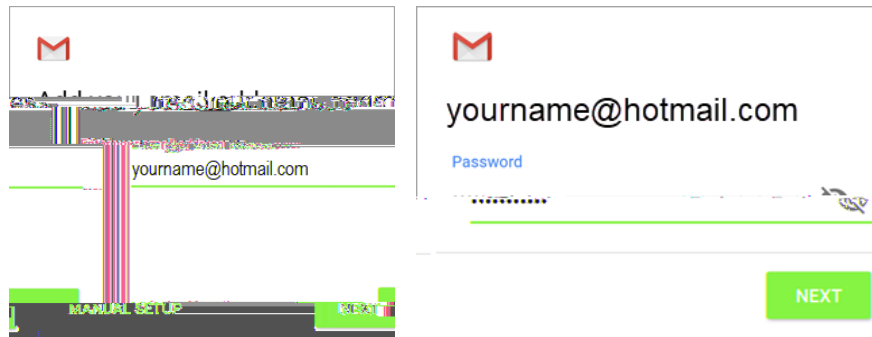


Section : ITS

Document ID :

- x Enter your full email address and tap Next then enter your password and tap Next.



- x Scroll down to Server and enter: outlook.office365.com and tap Next
- x Follow any prompts you may get, including security permissions
- x Tap on Activate (may have to scroll down to bottom of page) then tap Next
- x Go to your Inbox . If you see an email that says "Action Required to Sync," open it and tap Use another Mail app instead . If you don't see this message and your emails are syncing, skip this step.
- x Pull down the Android notification bar by swiping down from the top of your screen. If you see a notification that reads "Unable to sync calendar and contacts, " tap it. Then tap Allow to give access.
- x Email setup should now be complete