ANDROID SETUP for Office 365 Email

Please follow these steps:

1.   Open the **Settings** menu

2.   Tap **Accounts**, then **Add Account**

3.   Tap **Exchange**

4.   Enter your WCU Email Address (Username@u.westcoastuniversity.edu), then tap **Next**

5.   Enter your WCU Email Password, then tap **Next**

6.   Scroll below and for SERVER, enter: outlook.office365.com. Then tap **Next**.

7.   A message saying "Validating Server Settings" appears

8.   Message/Notice "Remote Security Administration". Tap **OK**.

9.   Account Options (Depending on your personal preferences, you can leave most selections in the Account options windows as their defaults.) Tap **Next**.

When setup is finished, a message will appear: "Your Account is setup and email is on its way!"

(If prompted, you may give your account a name to easily recognize it. One easy option would be WCU Email.)

iOS (iPhone/iPad) SETUP for Office 365 Email

Please follow these steps:

1. Tap the **Settings** menu

2. Tap **Accounts & Passwords**

3. Tap **Add Account**

4. Tap **Exchange**

5. Enter your WCU Email Address (Username@u.westcoastuniversity.edu) and tap **Next**

6. Tap **Sign In**

7. Enter your WCU Email Password and tap **Sign In**

8. Select which information you'd like to have synced to your iOS device. Tap **Save**.

A message of "Account Added" will appear if the set up is successful.

DONE! Your device is now connected to your Office 365 account and will allow you to pull e-mail and calendar information from the cloud.