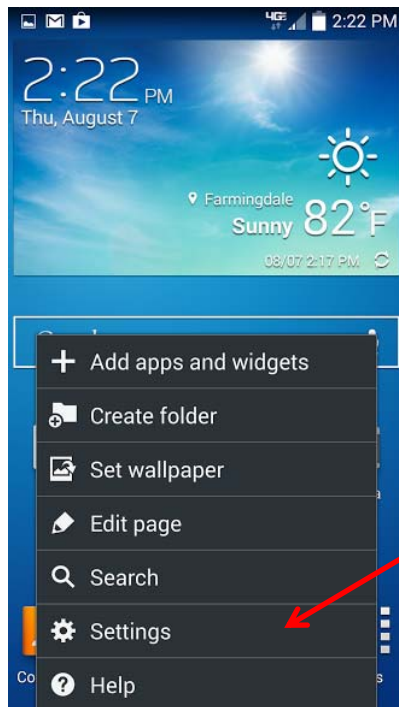


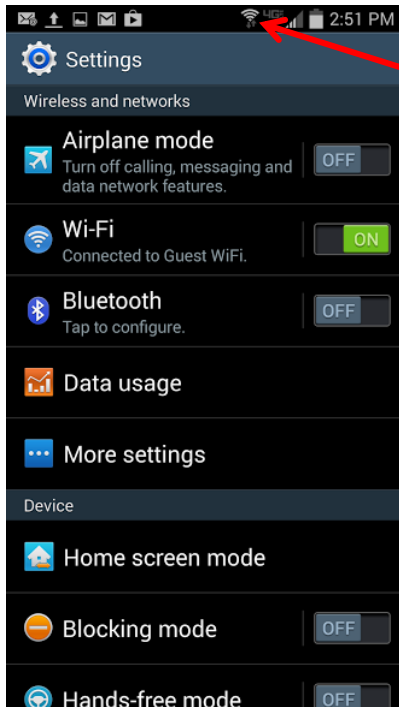
Office 365 Mail Client Configuration Guide

Applies to: Android smart phones

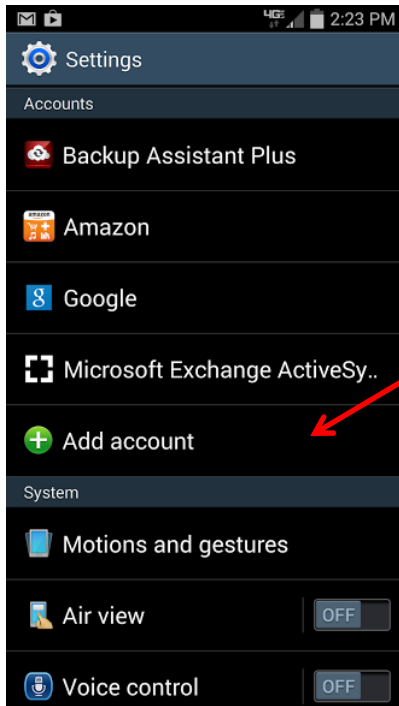
This guide will assist you with configuring your Android phone to access the Howell mail system. There are 10 steps to the instructions. Complete all of the setting changes in each step before continuing.



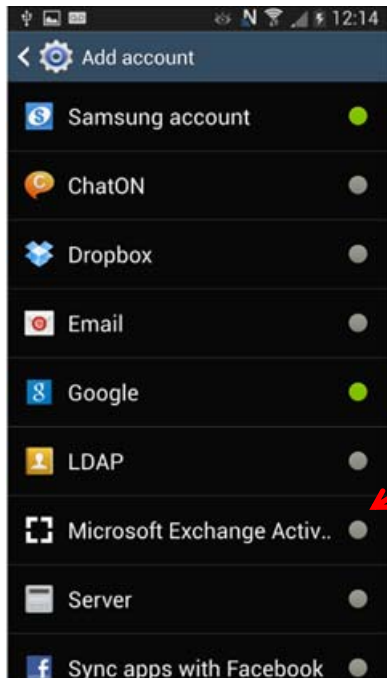
All settings are accessed through the “Settings” menu of your phone.



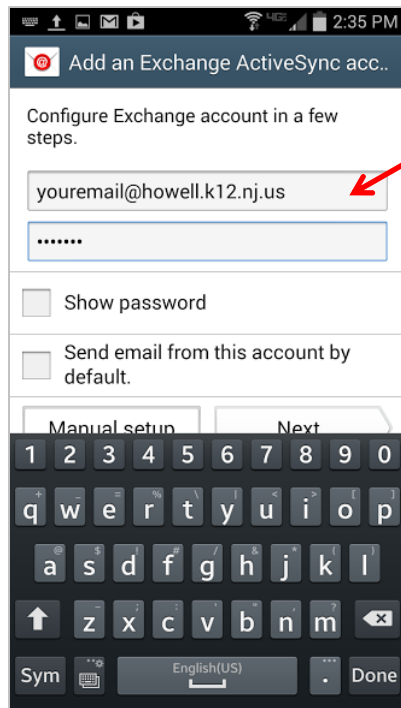
Step 1: Before setting up email on your Android, please make sure it is connected to Wi-Fi. The Wi-Fi setting should be "ON" and the status should be active.



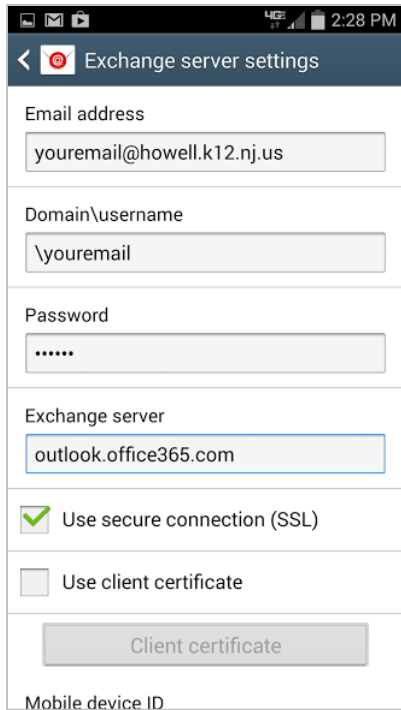
Step 2: Scroll down to the **Accounts** section of the settings menu. Click on "Add Account".



Step 3: Click “Microsoft Exchange Active Sync”.



Step 4: Enter your full Howell email address to include “@howell.k12.nj.us”. Enter your Howell email password. Click “Next”.



Exchange server settings

Email address
youremail@howell.k12.nj.us

Domain\username
\youremail

Password
.....

Exchange server
outlook.office365.com

Use secure connection (SSL)

Use client certificate

Client certificate

Mobile device ID

Step 5: Your phone will attempt to auto configure its email settings. When you see this screen, check the settings:

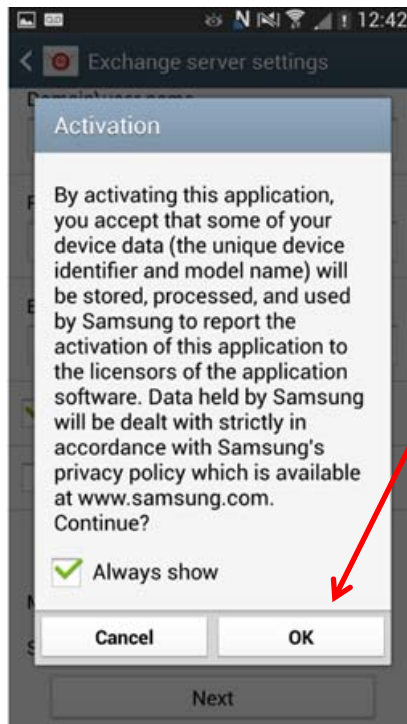
Email Address: This should be your full Howell email address.

Domain\Username: This should be a slash “\” and your account name without “@howell.k12.nj.us”.

Exchange Server: This should be outlook.office365.com

Use Secure Connection (SSL) should be checked.

Click “Next”.



Exchange server settings

Activation

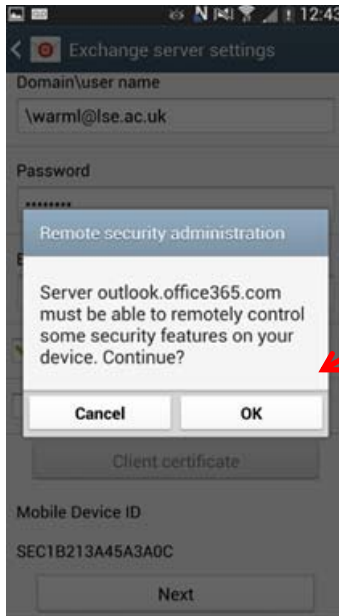
By activating this application, you accept that some of your device data (the unique device identifier and model name) will be stored, processed, and used by Samsung to report the activation of this application to the licensors of the application software. Data held by Samsung will be dealt with strictly in accordance with Samsung's privacy policy which is available at www.samsung.com. Continue?

Always show

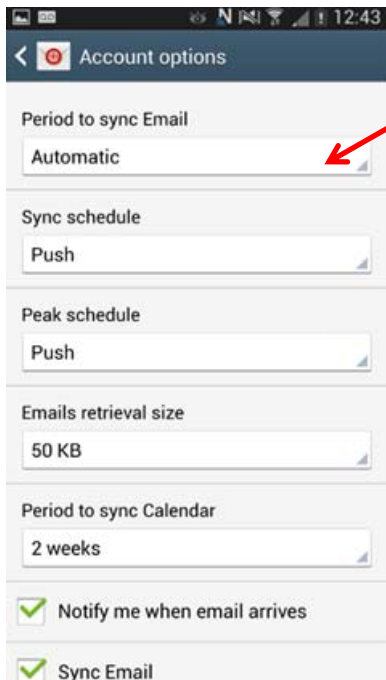
Cancel OK

Next

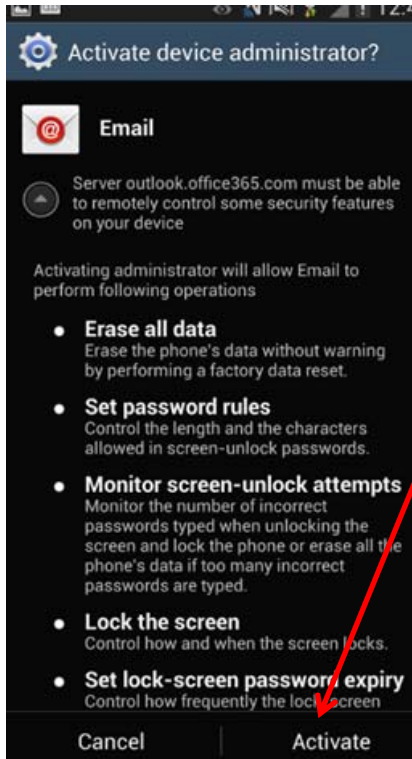
Step 6: Click “OK”.



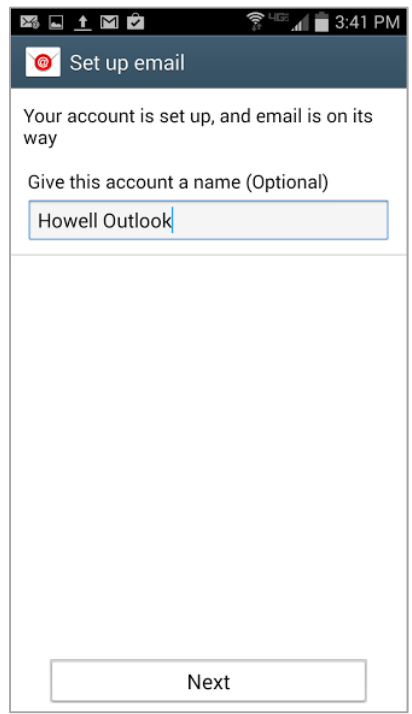
Step 7: Click "OK".



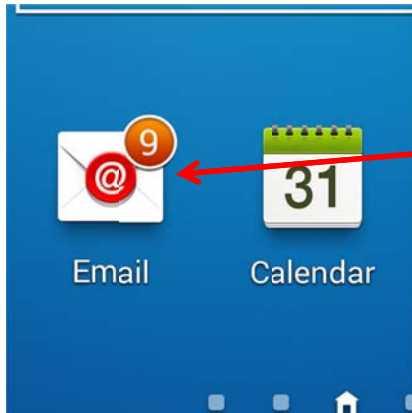
Step 8: Account Options. Accept the default options and click "Next" or "OK".



Step 9: Click “Activate”.



Step 10: Give the account a name and click “Next”.



Complete: Your Howell email will now be available on your phone's home page.