

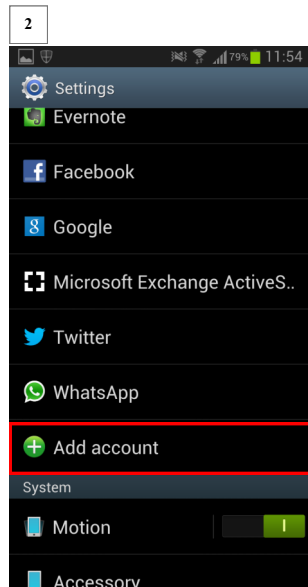
Middlesex Office365 email guide Android (Samsung, HTC, Sony)



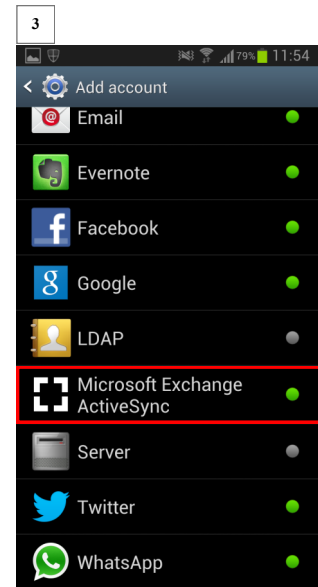
This guide will show you how to set up your Middlesex Office365 email account on an Android device. The screenshots below are taken from a Samsung Galaxy S3, and so the instructions may differ slightly depending on your Android device model and firmware.



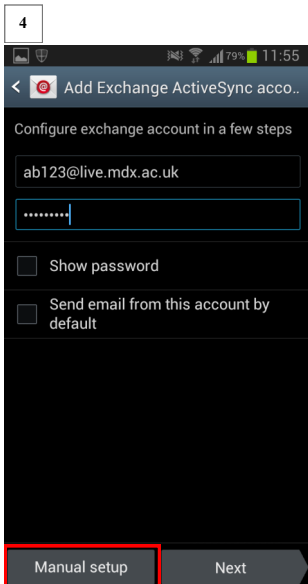
Access the **Settings** screen from the main homepage of your device.



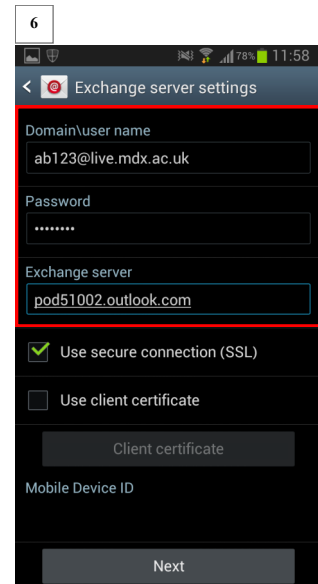
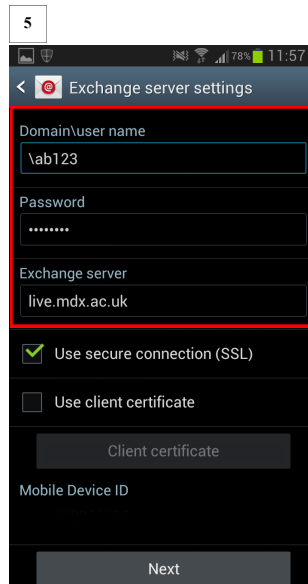
On the Settings screen, scroll down to the Accounts section and select **Add Account**.



On the next screen, scroll down and select **Microsoft Exchange ActiveSync**.



Enter your full university email address (e.g. `ab123@live.mdx.ac.uk`) and password, and then tap on **Manual setup** at the bottom of the screen.



On the next screen, you will see the user name and server details already entered, as shown in the screenshot on the left.

These details are incorrect—enter your full email address and the server address (**pod51002.outlook.com**) as shown in the screenshot on the right, and then tap on **Next** to finish setting up your email account.