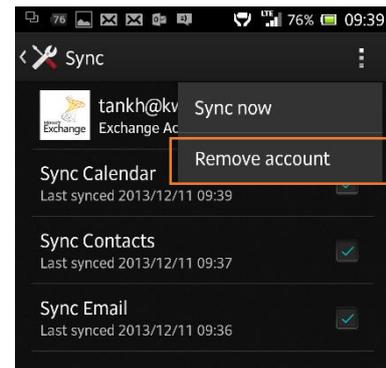


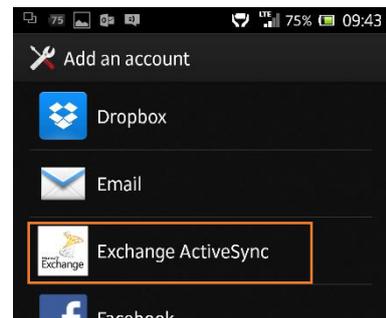
STEP 1 - Remove your existing Exchange ActiveSync Account

1. From the **Setting** menu, under **Accounts**, select on **Exchange ActiveSync or Exchange account** then select **Remove Account**.

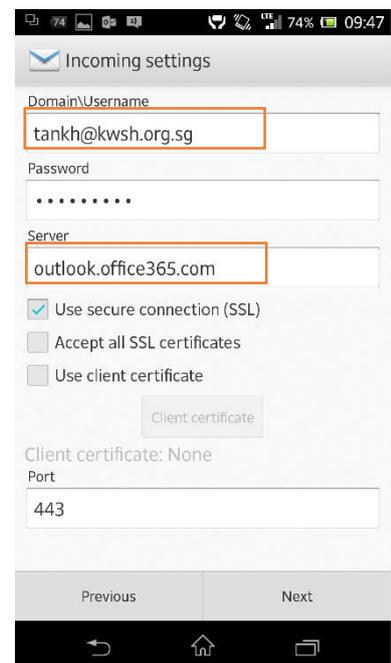


STEP 2 - Set up Office365 on an Android

2. From the **Setting** menu, under **Accounts**, Select **Add Account**. Select **Exchange ActiveSync or Exchange account**.
3. Type your full email address, and your password (Same as Windows Password), and then select **Next**.
4. Enter the following account information and select **Next**.



- **Domain\Username:** Type your full email address in this box. E.g. tankh@kwsh.org.sg. If **Domain** and **Username** are separate text boxes in your version of Android, leave the **Domain** box empty and type your full email address in the **Username** box.
- **Server:** Type in **outlook.office365.com**



5. On the Remote Security Administration prompt, click on **OK** to proceed, next set your preferred account setting follow by selecting **Next** twice and you are done! 😊