

My system is a Samsung Galaxy using Android operating system Ver. 4.22 Many tablets use Android

On the Main home screen there will be a link to Settings looks like a cog or gear wheel.



Tap Settings

On the left there will be a list of things sorted as

Device

Storage

Personal

Accounts

System

In the accounts section there will be Add account



Tap Add account and a list appears which includes email. Tap email

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nguage and input	Add account		
bud	¢ — → ×		
ckup and reset	ChatON		
opbox	💱 Dropbox	•	
ogle	🮯 Email		
crosoft Exchange A	8 Google	•	
ld account	LDAP	٠	
	Microsoft Exchange ActiveSy	•	
cessory	Server		
ite and time	<b>f</b> Sync apps with Facebook		
cessibility			
		Û	

## A Setup email page appears



## You can configure email for most accounts in a few steps

account@	example.com						
Password							
Show par	ssword						
	The		T	ĺ	Than	ks	0
1	2 3	4	5	6 7	8	9	0
q v	v e	r	t y	u i	0	р	
а	S (	d f	g	h j	k l		Next
1 Z	x x	С	v b	n m	n ,-	•	1
Sym	Ţ∕ <sup>™</sup> ≞	@	English(US)	;	.com	Ē	
		-	合		Ð		

Email address e.g. dempk1@melbpc.org.au

## A Password the office365 password \*\*\*\*\*\*\*\*

🮯 Set up email	民 Manual	setup 💙 Nex
You can configure email for most accounts in a few steps		
dempk1@melbpc.org.au		
••••••		
Show password		
Send email from this account by default		
1 2 3 4 5 6 7 8	9	0

I am allowed to tick a box for Show Password

and a box for Send email from this account by default

Top right there will be Manual setup and >Next

## Tap Manual setup then >Next

POP3 account	
IMAP account	
Microsoft Exchange ActiveSync	
	POP3 account IMAP account Microsoft Exchange ActiveSync

Tap IMAP account

Enter email address under User Name dempk1@melbpc.org.au

Leave password there .....

Under IMAP server enter outlook.office365.com

Under security type click none then select SSL Port 993 is OK

IMAP path prefix Optional is OK

Top Right Click Next

Incoming server settings	Previous	<b>&gt;</b> N
Username		
dempk1@melbpc.org.au		
Password		
•••••		
IMAP server		
outlook.office365.com		
Security type		
SSL		
Port		
993		
IMAP path prefix		
Optional		

If authentication fails enter correct password again

Next page is Outgoing server settings

Under SMTP server enter smtp.office365.com

Tap Security type select TLS Port 587 is correct

Tick box Require sign-in is correct

**Click Next** 

:37 SUN, 1 MARCH	
"Dlink600"	
SMIP server	
smtp.office365.com	
Security type	
TLS	4
Port	
587	
✓ Require sign-in	
User name	
dempk1@melbpc.org.au	
Password	

Check Account options and choose suitable items you need. Tap Next

⊕ ✔ ⊾ \$ 🔂 🖾 🗳		🛜 <sup>85%</sup> 📕 01:40
Y Account options		🗙 Previous 🍾 Next
Sync schedule		
Every 15 minutes	9 \$	
Peak schedule		
Every 15 minutes		4
Sync Email		
Send email from this a	ccount by default	
✓ Notify me when email	arrives	
Automatically downloa	ad attachments when connected to Wi-Fi	

After processing the account is opened and messages arrive

Top right tap Done

KD Jly 2015