Adding O365 Corporate Email – Android
Table of Contents

About this document ........................................................................................................... 3
  Summary of changes ........................................................................................................ 3
Steps on adding your 0365 account ................................................................................. 4
About this document

This document describes everything you need to know about how to add your 0365 corporate email account to your mobile Android device.

Summary of changes

This section records the history of significant changes to this document. Only the most significant changes are described here.

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Author</th>
<th>Description of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>01/24/2019</td>
<td>Stefan Hrycko</td>
<td>Initial version</td>
</tr>
</tbody>
</table>

Where significant changes are made to this document, the version number will be incremented by 1.0. Where changes are made for clarity and reading ease only and no change is made to the meaning or intention of this document, the version number will be increased by 0.1.
Steps on adding your 0365 account

1. Swipe down the notification bar
2. Tap on the “Settings” App
3. Scroll down and tap on “Accounts and Backup”
4. Tap on “Accounts”
5. Tap on “Add Account”
6. Tap on “Email”

7. Tap on “Office365”
8. Enter in your TNG | OSS Computer Username then add @tng.com or @oa-services.com > then click “Next”

Sample:
Company: OSS
Computer Username: thenewsgroup\shrycko2
Login will be shrycko2@oa-services.com

9. Enter your password > then tap “Sign In”

10. A message will appear “Checking incoming server settings”
11. A message will appear “Apply security settings” > Tap “Apply”

12. You can adjust your “Email Sync Period” if you are happy with the defaults > Tap “Done”
14. Edit Names will appear > Leave the default account name that is already filled in. > Tap “Done”

15. Congratulations, you have successfully added your 0365 corporate email.