Set up email, calendar and contacts

You can connect to your EQ email account on an Android 4 phone. When you set up an Exchange account, you’ll be able to access your email, calendar, and contacts as well as from your usual work computer.

There are slight variations depending on which Android version your phone is running e.g. Ice Cream Sandwich (4.0), Jelly Bean (4.1-4.3) and KitKat (4.4). These variations are highlighted in Steps 3 to 5.

From the Android Home screen, locate the Apps icon on the bottom of the screen

1. Tap the Apps icon

2. If the Settings icon is not on the first screen, swipe from right to left until you locate it, tap the Settings icon
Android’s Settings screen in Ice Cream Sandwich (4.0) is slightly different to the later versions.

If you are running Ice Cream Sandwich, to add an account you will see the next 2 screenshots as your Settings and Accounts & sync screens

3. Tap **Accounts & sync**
4. Tap **Add account** and proceed to step 6.
If you are running Jelly Bean (4.1-4.3) or KitKat (4.4), you are able to add an account from within the Settings screen.

5. Tap Add account
6. From the **Add an account** screen, tap **Email**

7. Type your full EQ email address and password respectively in the **Email address** field and **Password** field.

8. Tap **Next**
9. Tap **Exchange**

10. Additional information will need to be provided after the information is verified.
Manually enter your Server settings

11. In the **Domain** field, type in `eq.edu.au` followed by a backslash `\` then your EQ email address.

12. In the **Server address field**, type `outlook.office365.com`

13. Tap **Next**

14. To help protect school data, enforce security on your phone, tap **OK**
Select a PIN to secure your phone

15. Type a 4 digit PIN number
16. Tap **Continue**
17. Re-enter your 4 digit PIN number to confirm it
18. Tap **OK** to continue
Additional security features must be enabled before setup is complete.

19. Tap OK to enable security features which will help to protect school data.
20. Tap **Activate** to enable the remote security features

*NOTE: ‘Erase all data’ will not erase data on your phone upon activation. This is a security measure that may be taken if your phone is lost or stolen.*

21. Tap **Next** to sync your email, contacts and calendar
<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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<tbody>
<tr>
<td>22.</td>
<td>Change the name of the EQ email account that’s just been set up. The name defaults to your email address.</td>
</tr>
<tr>
<td>23.</td>
<td>Type a description to name this account. We recommend calling it ‘EQ email’.</td>
</tr>
<tr>
<td>24.</td>
<td>Tap Next</td>
</tr>
</tbody>
</table>

Congratulations! Your EQ Office 365 email account is now created.