Office 365

How to access your EQ emails
On your Android phone

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.

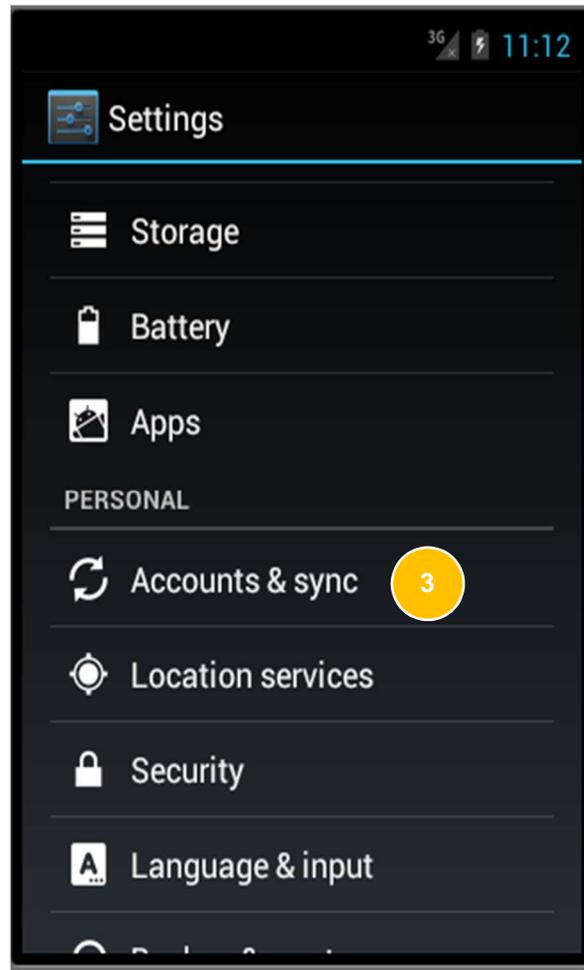|	
From the Android Home screen, locate the Apps icon on the bottom of the screen 1. Tap the **Apps** icon 2. If the **Settings** icon is not on the first screen, swipe from right to left until you locate it, tap the **Settings** icon	
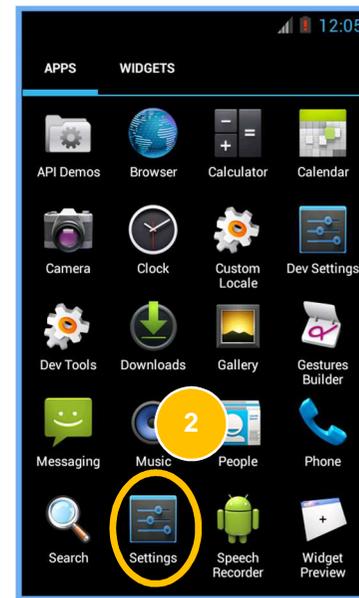
Android's Settings screen in Ice Cream Sandwich (4.0) is slightly different to the later versions.
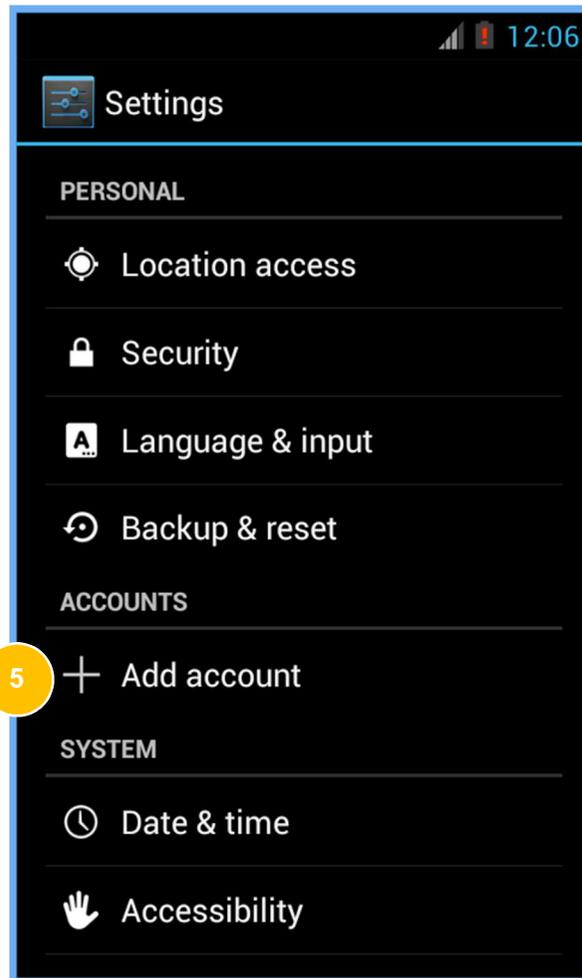
If you are running Ice Cream Sandwich, to add an account you will see the next 2 screenshots as your Settings and Accounts & sync screens

3. Tap **Accounts & sync**

4. Tap **Add account** and proceed to step 6.

Settings

- Storage
- Battery
- Apps

PERSONAL

- Accounts & sync (3)
- Location services
- Security
- Language & input

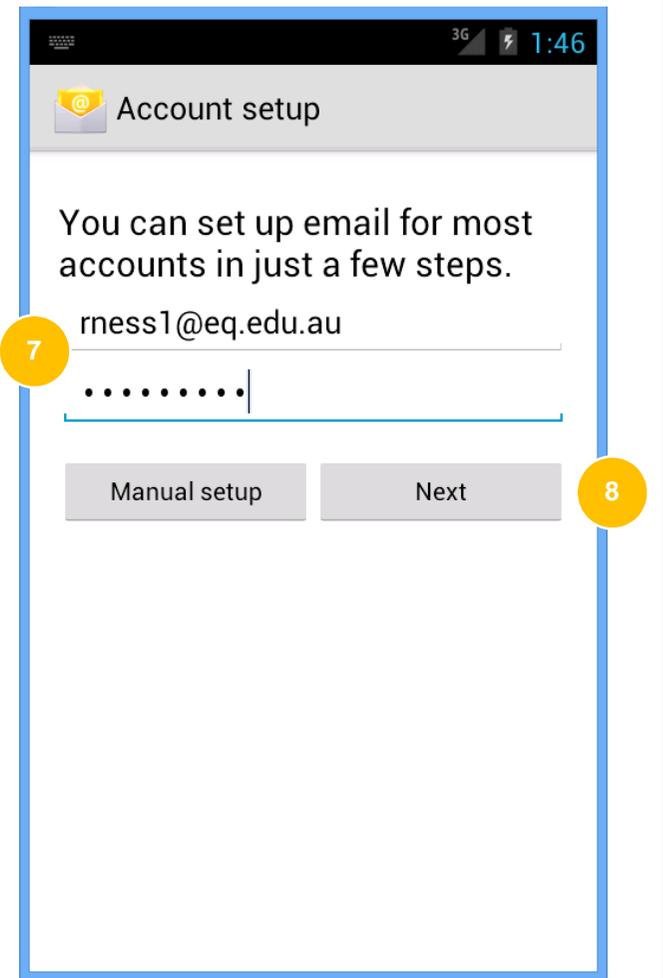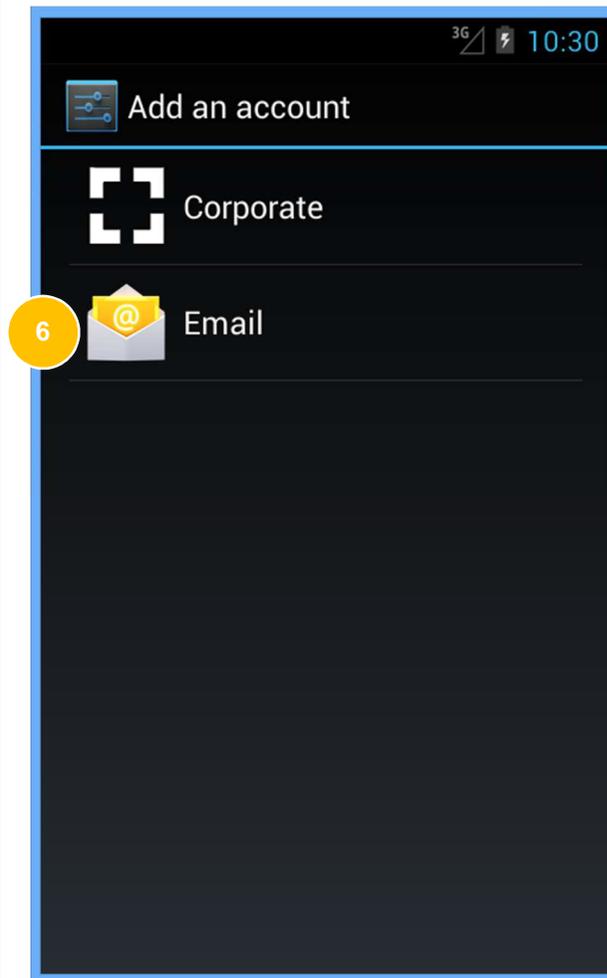**Accounts & sync** ON

(4) ADD ACCOUNT

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**

Settings

PERSONAL

Location access

Security

Language & input

Backup & reset

ACCOUNTS

5 + Add account

SYSTEM

Date & time

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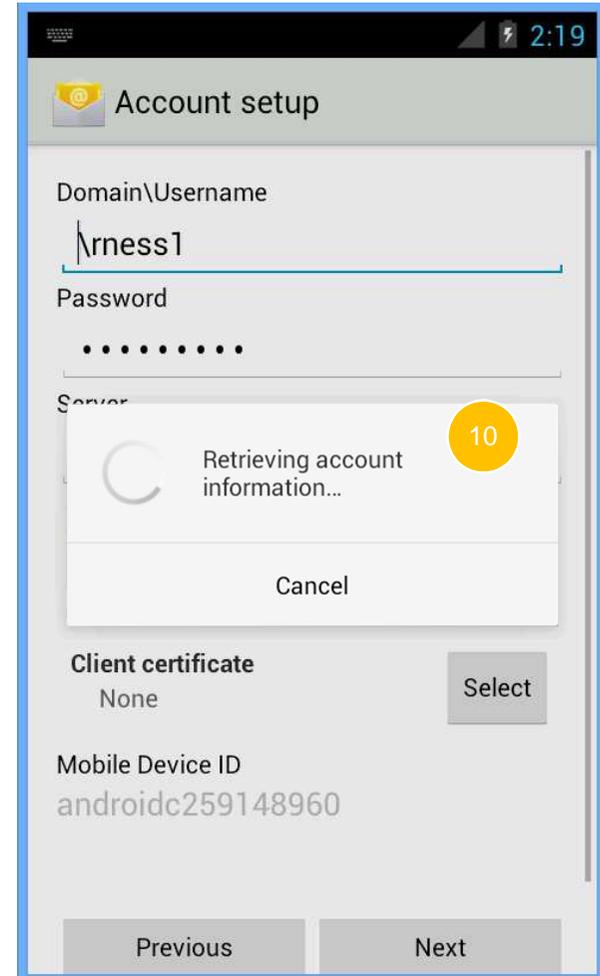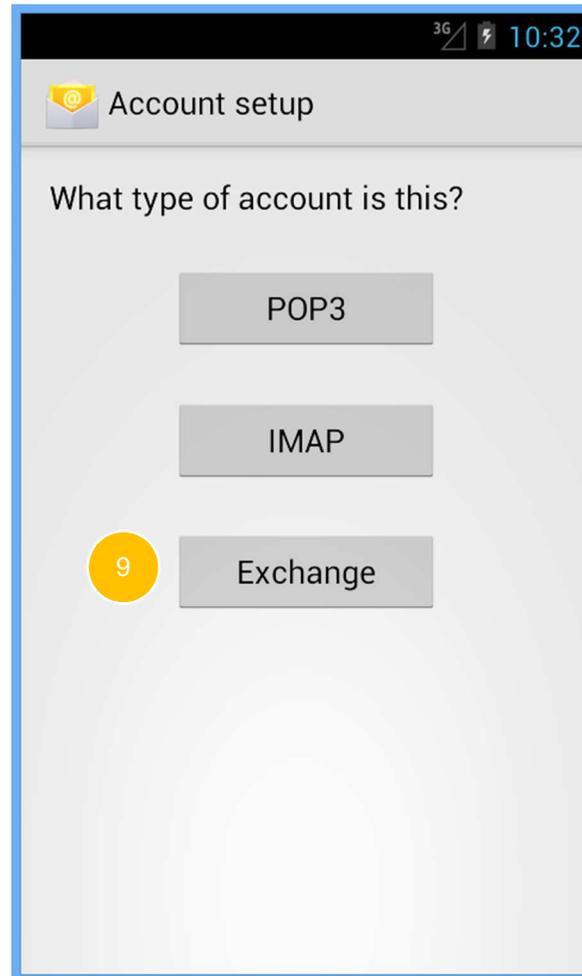
6. From the **Add an account** screen, tap **Email**

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

8. Tap **Next**

6

3G 10:30

Add an account

Corporate

Email

7

8

3G 1:46

Account setup

You can set up email for most accounts in just a few steps.

rness1@eq.edu.au

••••••••

Manual setup   Next

9. Tap **Exchange**

10. Additional information will need to be provided after the information is verified

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Account setup

What type of account is this?

POP3

IMAP

Exchange

Account setup

Domain\Username

\rness1

Password

• • • • • • • • •

Server

Retrieving account information...

Cancel

Client certificate
None   Select

Mobile Device ID
androidc259148960

Previous   Next

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**

2:23

Account setup

Domain\Username

11 eq.edu.au\rness1@eq.edu.au

Password

• • • • • • • • •

Server

12 outlook.office365.com

✓ Use secure connection (SSL)

☐ Accept all SSL certificates

Client certificate
None   Select

Mobile Device ID
androidc259148960

Previous   Next **13**
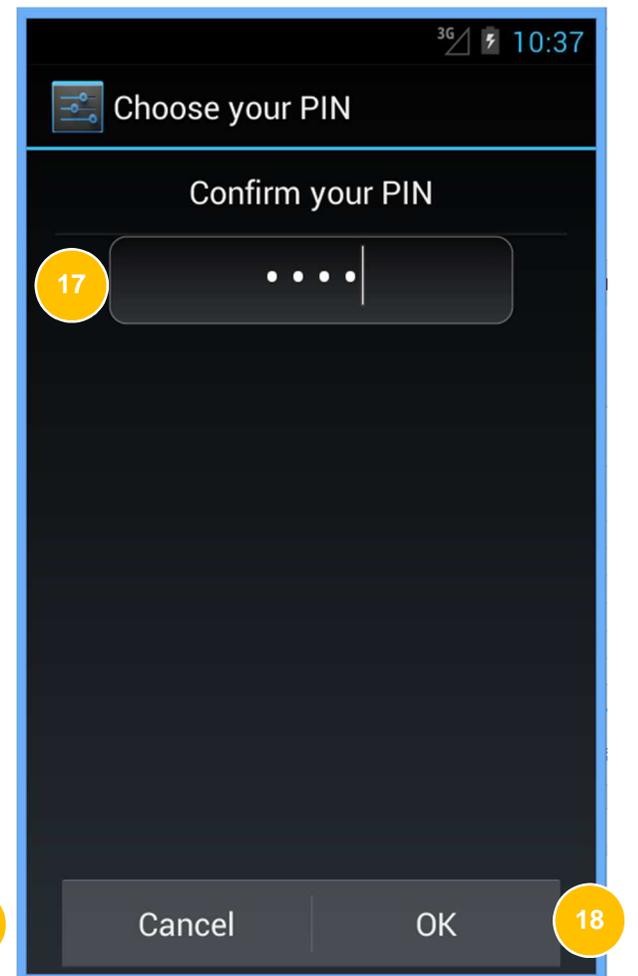

10:35
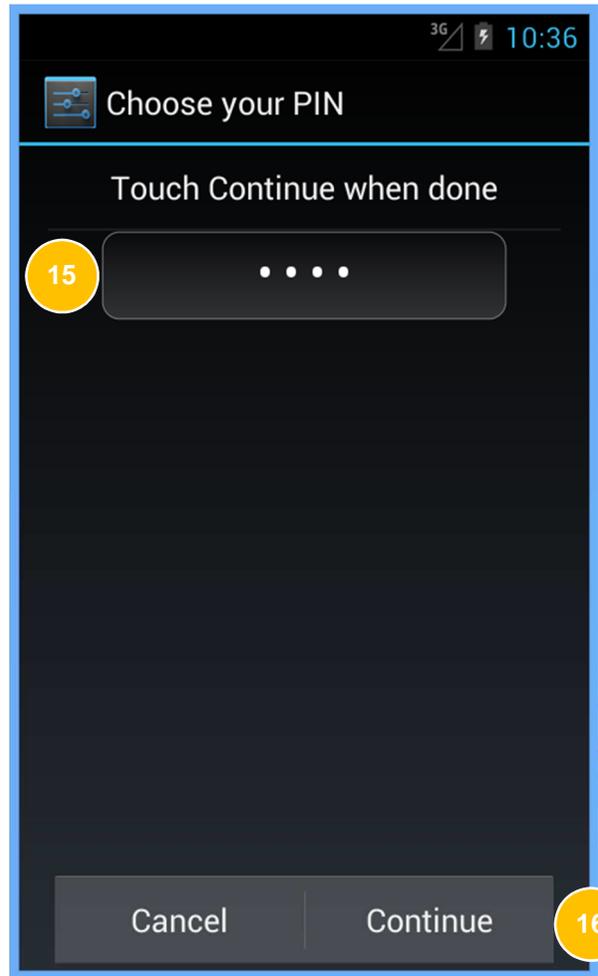
Exchange Services

⚠ **Attention**

You need to set a lock screen PIN or password before you can use credential storage.

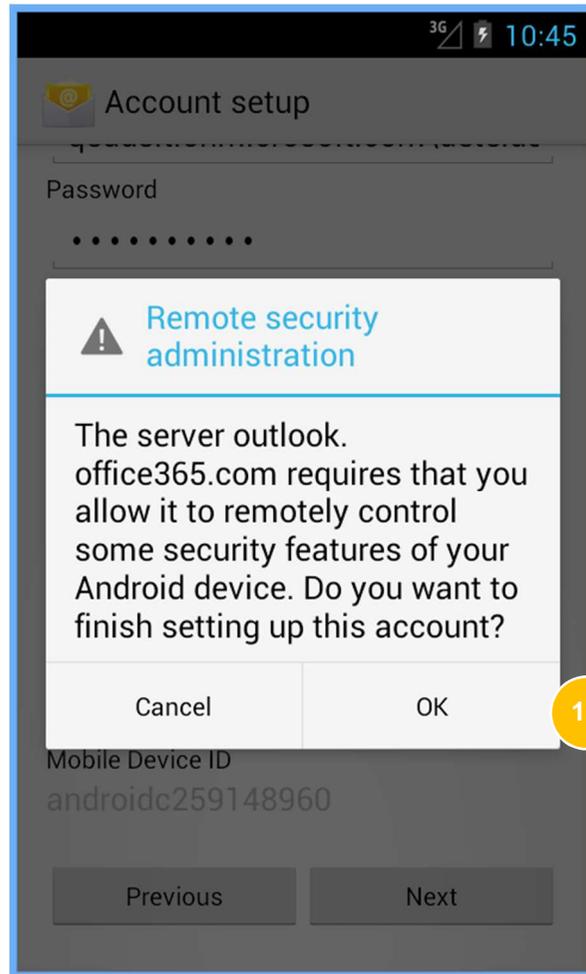Cancel   **14** OK

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

³ᴳ🔋 10:36

Choose your PIN

Touch Continue when done

15 • • • •

Cancel   Continue   **16**

³ᴳ🔋 10:37

Choose your PIN

Confirm your PIN

17 • • • •

Cancel   OK   **18**

Additional security features must be enabled before setup is complete.

19. Tap **OK** to enable security features which will help to protect school data

3G 10:45

Account setup

Password

● ● ● ● ● ● ● ● ● ●

Remote security administration

The server outlook. office365.com requires that you allow it to remotely control some security features of your Android device. Do you want to finish setting up this account?

Cancel   OK   **19**

Mobile Device ID

androidc259148960

Previous   Next

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
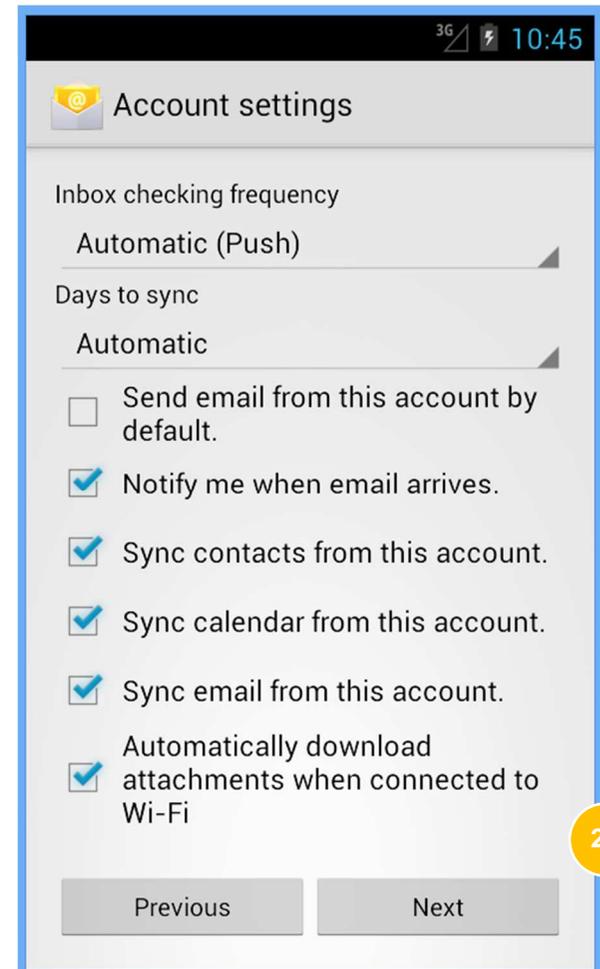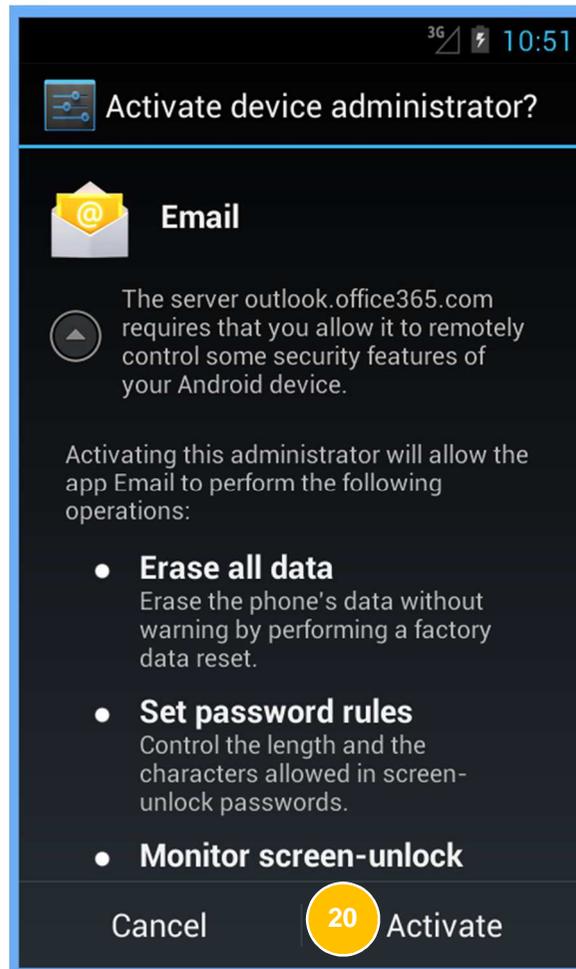
Change the name of the EQ email account that's just been set up

22. The name defaults to your email address

23. Type a description to name this account. We recommend calling it 'EQ email'.

24. Tap **Next**

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

3G **3:11**

@ Account setup

Your account is set up, and email is on its way!
Give this account a name (optional)

22 rness1@eq.edu.au

Next

3G **3:11**

@ Account setup

Your account is set up, and email is on its way!
Give this account a name (optional)

23 EQ Email

24 Next