How to Configure Office 365 Email on your Android Device

PLEASE NOTE

Your **email username** is different than your **email address**. Your email address will not change. The email username (which looks like an email address, but really is not) will be used when configuring Outlook, setting up your email on a device, or using Webmail.

The naming convention for usernames is:

> yourpolarisusername@peacelibrarysystem.ab.ca

For example:

> plshpotter@peacelibrarysystem.ab.ca
> pabarhgranger@peacelibrarysystem.ab.ca
> parymrweasley@peacelibrarysystem.ab.ca
> pahfxlibmanager@hogwartslibrary.ab.ca

It does not matter what your email domain is (e.g. @beaverlodgelibrary.ab.ca, @rainbowlakelibrary.ab.ca, @slavelakelibrary.ab.ca), your username will always end with @peacelibrarysystem.ab.ca.

There will be some variations amongst Android devices based on operating system and model. If you encounter some variations on the instructions below (or things may not be quite the same as the images included), this does not mean there is a problem or you missed a step.

1. Open **Settings** on your device.

2. Select **Accounts**.
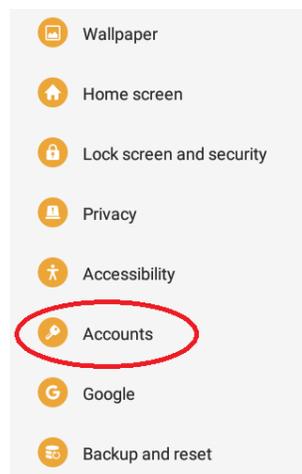
3. Click **Add Account**.
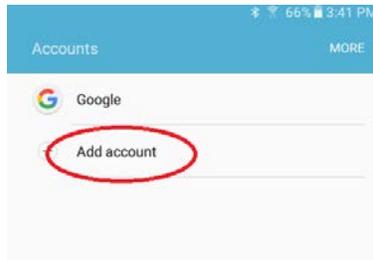
4. Select **Mircrosoft Exchange ActiveSync**.
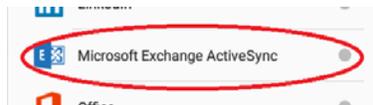
5. Enter your email address and Polaris password. Click **Next/Sign In**.

6. Enter the following information as below:
   a. In **Domain\username** enter your **email username** (i.e. yourpolarisusername@peacelibrarysystem.ab.ca)
   b. In **Exchange Server**, enter **outlook.office365.com** and click **Next/Sign In**.
   c. Make sure a check mark is beside **Use secure connection (SSL)**
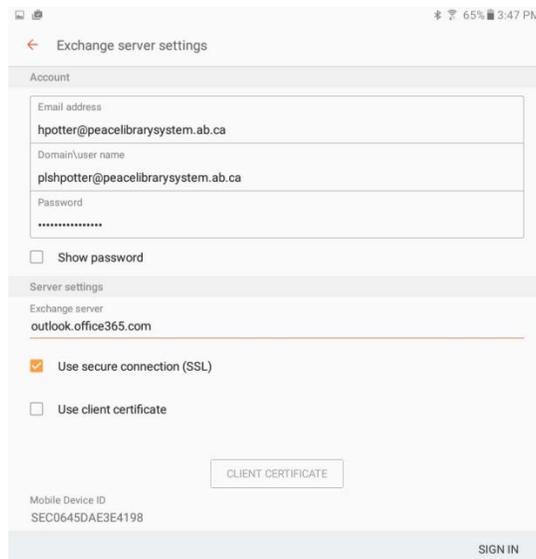
7. Your **Sync settings** will open up and you can choose the time period to sync emails, contacts, and calendars.
8. After that, your device will be setup to receive emails.