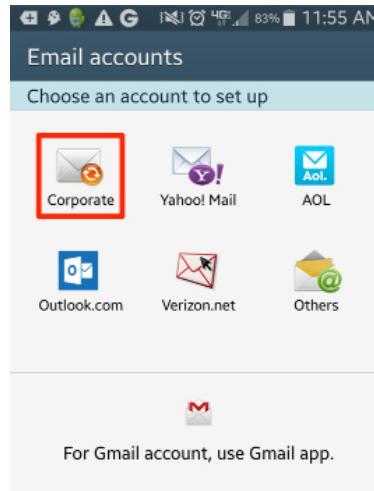


## Select Corporate account

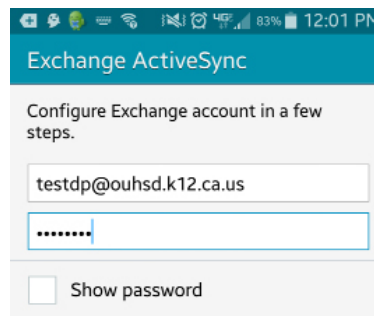
- From your home screen, tap on Apps, then Email.
- Now Select **Corporate**

*Depending on which Android version you have, the screenshots may look different than what you have, but the steps are similar. This is for Android version 4.4.2 on the Samsung Galaxy S5*



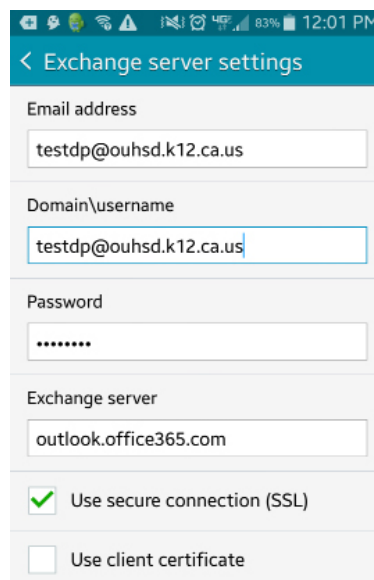
## Configure Exchange account.

Enter in your full email address



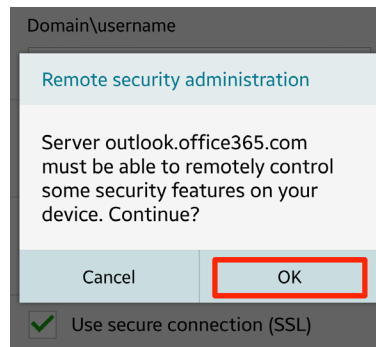
## Exchange server settings

Enter in your full email address again for the Domain\username and outlook.office365.com for the server.



## Remote Security administration

Click **OK** to allow connection to the server. This will not change any security settings on your phone.

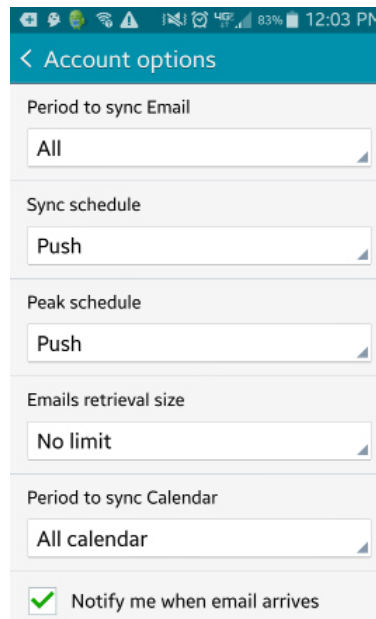


## Account Options

In the email settings, you may want change the settings to reflect the same one as shown, that way you won't miss any of your emails and calendar events from your phone.

Please keep in mind, if you are not connected to WiFi, it will consume data from your data plan as your emails and calendar events arrive. You can leave the default settings, which will consume less data.

You can also scroll down to check off what events you would like your phone to notify you about.



## Tap **activate** and that's it!

