



How to access your Office 365 mailbox on your Android Device

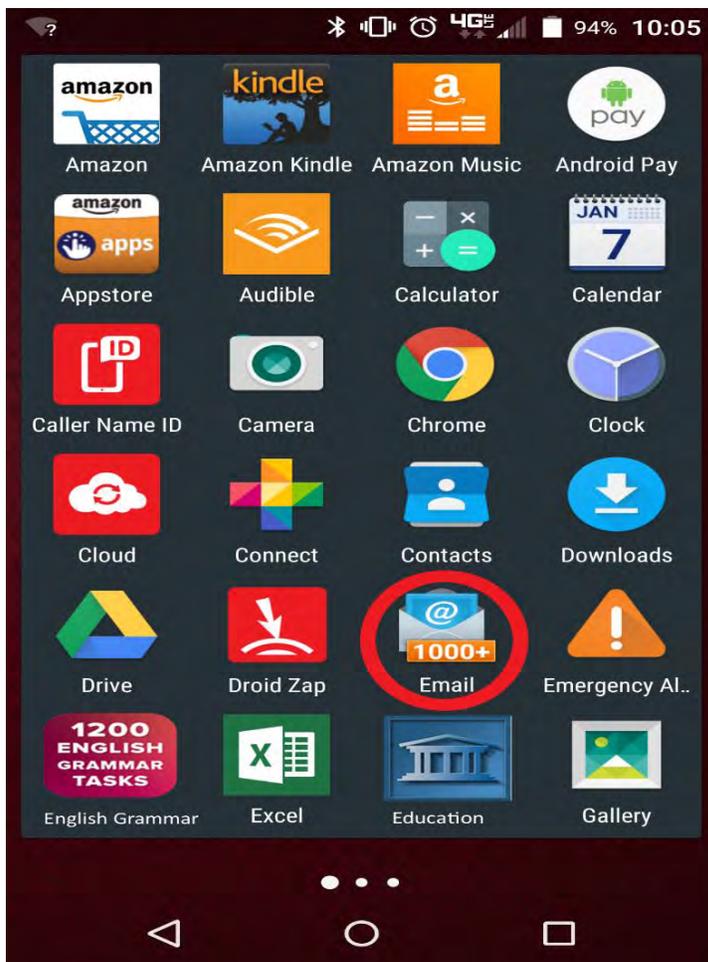
Objective

This document provides instructions on how to access your Office 365 mailbox on an Android device.

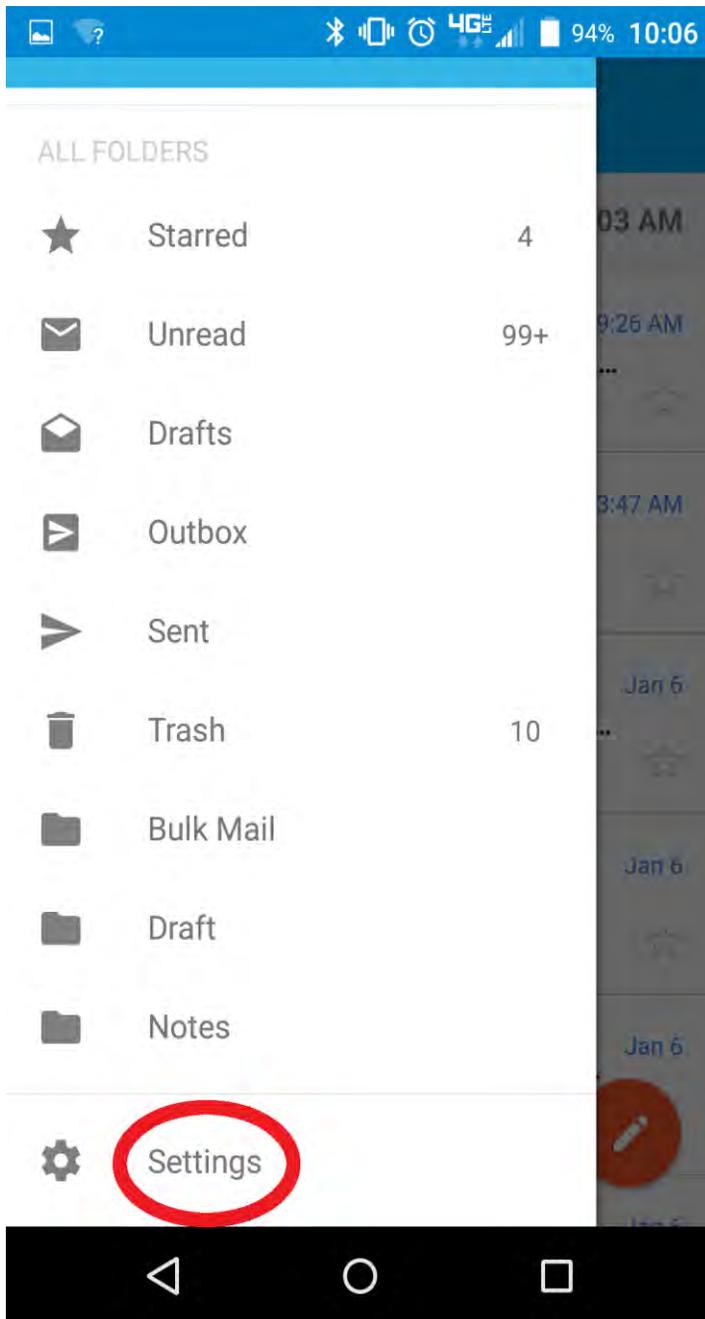
Part 1 - Removing existing LAUSD mail account

The following steps only apply if you've already configured your Android device to access your LAUSD mailbox (prior to being migrated to Office 365). If so, this mail account must be deleted beforehand.

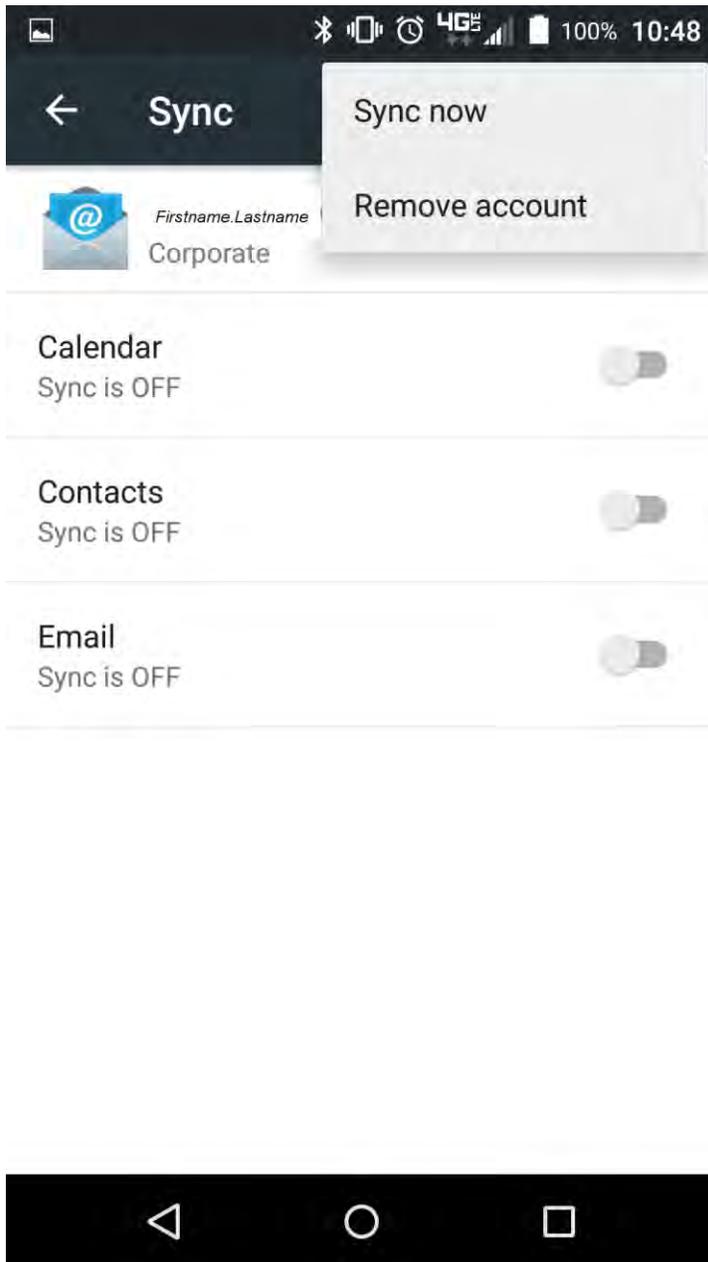
1. From the home screen, go to the **Email** or **Mail** app.



2. Bring up the Menu and choose **Accounts** or **Settings**



3. Select the account you want to remove.
4. Select Remove account.

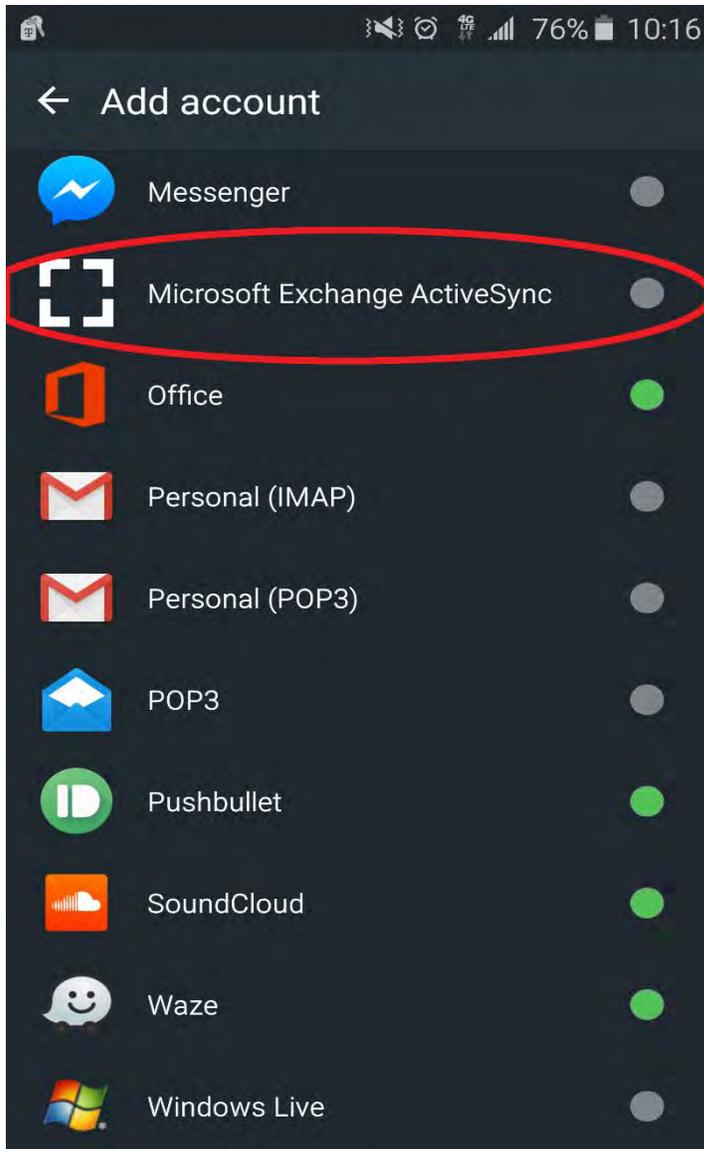


5. Confirm that you want to remove the account when prompted.

Part 2 – Creating your LAUSD mail account

Follow the steps below to setup your LAUSD mailbox (after migration to Office 365)

1. From your phone, select **Settings** → **Accounts** → **Add account**.
2. Select **Microsoft Exchange ActiveSync**



3. Type your LAUSD email address and your password.

Account setup

Domain\Username

firstname.lastname@lausd.net

PASSWORD

.....

Show Password

CLIENT CERTIFICATE

None

SELECT

MOBILE DEVICE ID

androidc796462099

SERVER

outlook.office365.com

PORT

443

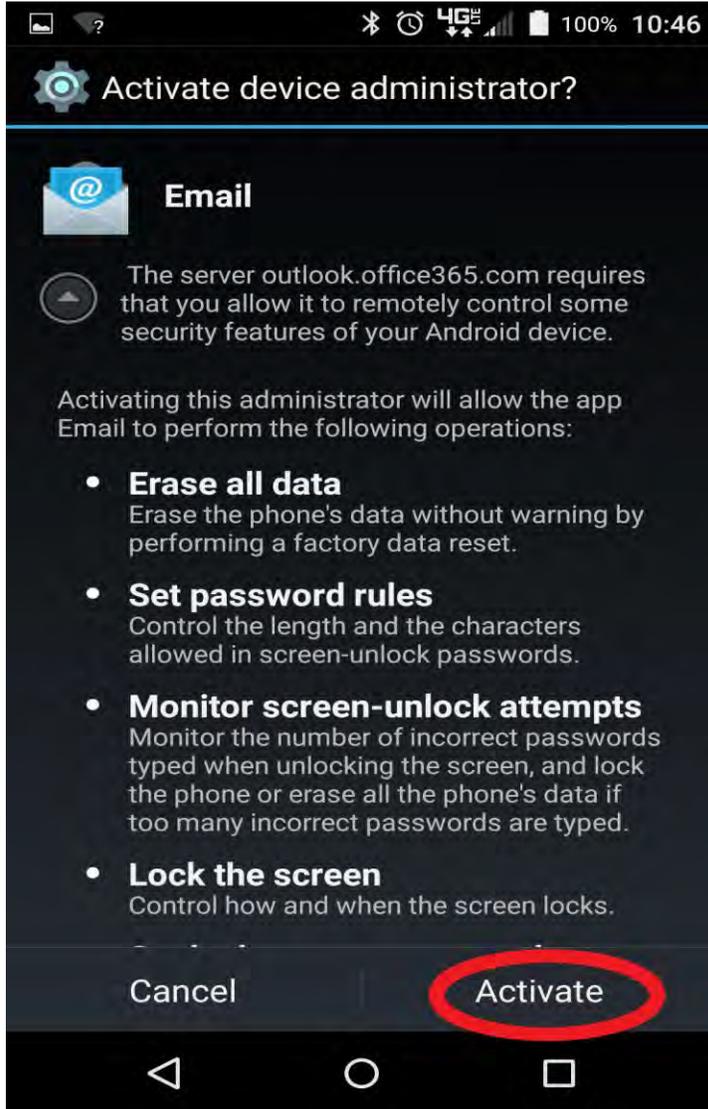
Username/Domain field is set to your LAUSD email address

Set server address to outlook.office365.com

4. On the next screen, select **OK**.

5. On the following screen, leave the default settings and click **OK**.

6. The following screen will appear. Click **Activate**



7. Set up is now complete, press **done**.

8. To access your Office 365 mailbox, open the **Email** app.

If anything goes wrong with this process or if you need additional help, contact the IT Help Desk at (213) 241-5200.