Microsoft 365 - Email and Calendaring - Connecting via Android

Microsoft 365 - Email and Calendaring - Connecting via Android



This article refers to the Microsoft 365 Email and Calendaring. If you're looking for Exchange Email and Calendaring on the Exchange On Prem Server, see: [istcontrib:MIT Email Setup Landing].

If you're not sure which system you're using, see: [istcontrib:How do I tell if my email and calendaring data is on the Exchange On Prem Server or using Microsoft 365?]

On this page:

Overview
Configure Android Native Applications
See Also

Overview

Native mail clients on Android work with Microsoft 365, but for a more full featured experience we strongly recommend using one of the Microsoft apps for Android:

- Outlook
- OWA.

Configure Android Native Applications

Exact instructions can vary from brand to brand. These instructions should work on most Android devices.

1. Go to **Settings > Accounts & sync**
2. Click the **+** sign to add an account.
3. Select **Exchange Active Sync**
4. Enter your full MIT email address in the form *username*@**mit.edu** and your password. Click **Next**
5. Choose your ActiveSync settings and click **Next**
6. Enter your account name in the form *username*@**mit.edu** and click **Finish Setup**
   Result: Your email is configured.

If you have an older Android device, you may need to enter the server as well as your username. It is:

- `outlook.office365.com`

For more assistance with different Android devices, see Microsoft's Set up email on an Android phone or tablet for more assistance.

See Also

- [Microsoft 365 - Email and Calendaring Landing Page]
- Microsoft 365 - Email and Calendaring - Known Issues
- Microsoft 365 - Email and Calendaring - FAQ