

Set up Office 365 on your Android phone



Quick Start Guide

Check email

Set up your Android phone to send and receive mail from your Office 365 account.

Check your calendar wherever you are

Always know where you have to be by syncing your Office 365 calendar items on your Android phone.

Sync your contacts

Keep your O365 contacts on your phone to make it easier to share documents, send email, or schedule meetings with colleagues.

Access your team's OneNote notebook

Easily access any OneNote notebooks stored on a SharePoint team site or your OneDrive for Business site by using the OneNote app for Android.

View and edit your documents on the go

Use the Office Mobile for Office 365 Subscribers app to view and edit documents directly from your Android phone.

Collaborate with your team

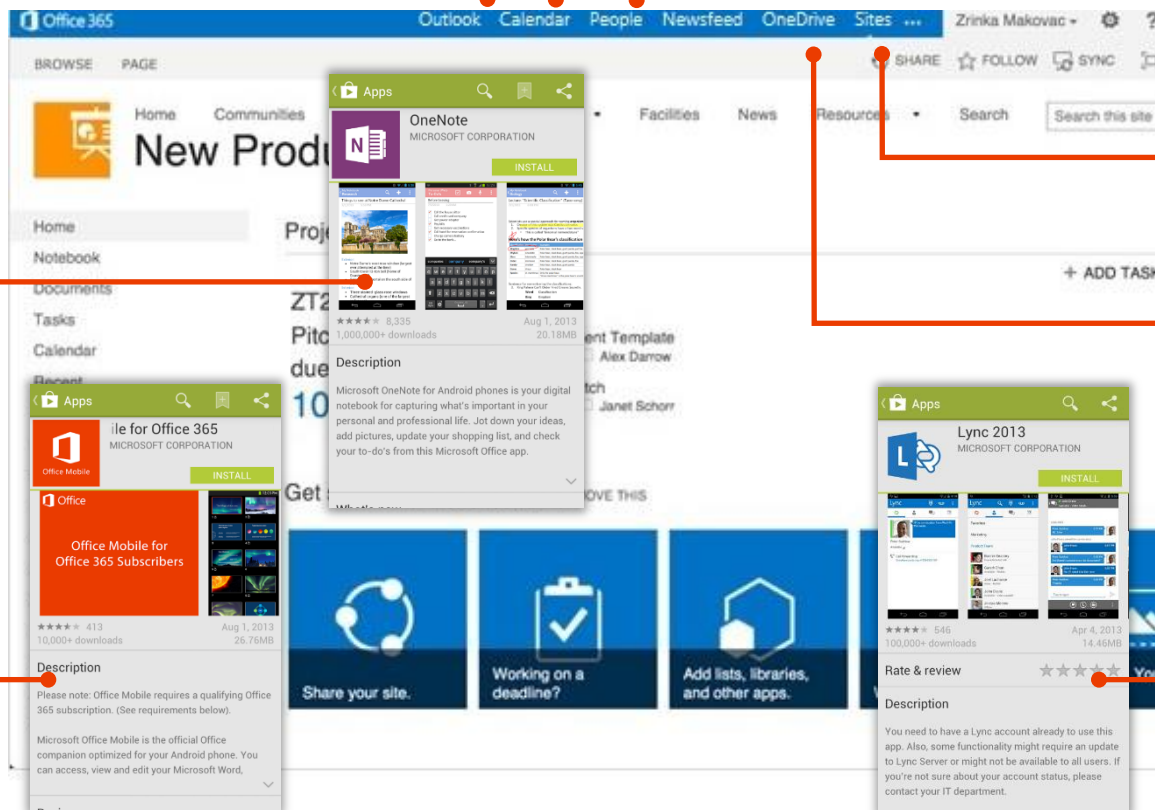
Access your team sites, and share or edit files stored there.

Work on your documents

Access your OneDrive for Business site, and share or edit any documents stored there.

Join a meeting face-to-face

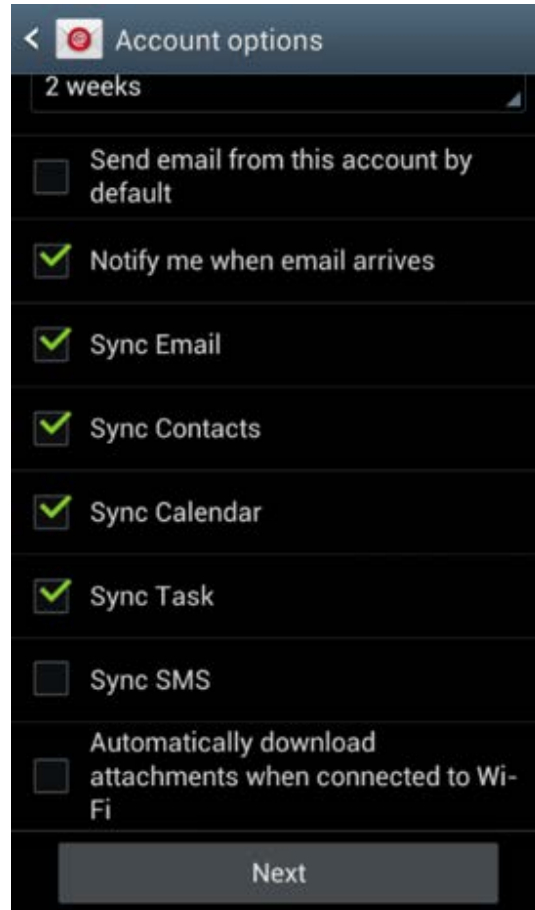
Use the Lync 2013 app to join meetings, use instant messaging, or make video calls to colleagues, and stay connected even when you're not in the office.



Set up email, calendar, and contacts

You can connect to your Office 365 or other Exchange-based email on an Android phone. When you set up an Exchange account on your phone, you'll be able to access and synchronize your email, calendar, and contacts.

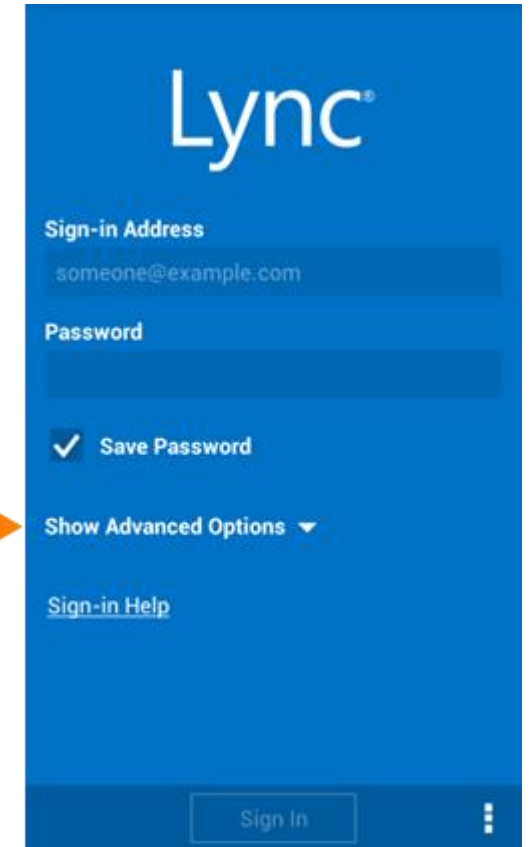
1. From your phone, select **Apps > Settings > Accounts and sync > Add account > Email**.
2. Type your Office 365 email, for example `jd@usd261.com`, and your password, and select **Next**.
3. Select **Microsoft Exchange ActiveSync**.
4. If you get a remote security administration warning, select **OK**.
5. On the next screen, in the **domain\username** field, type your domain and full email address. For example if your email address is `jd@usd261.com`, type `usd261.com\jd@usd261.com`. Your user name is your full email address.
6. As soon as your phone verifies the server settings, the **Account options** screen displays. Select from the available options, and then select **Next**. Sync email, calendar, and contacts are selected by default.
7. Type a name for this account and the name you want displayed when you send e-mail to others. Select **Done** to complete the email setup and start using your account.



Install the Lync 2013 app

With the Lync 2013 for Android app you can choose from several ways to communicate with others, including IM, audio calls, and video calls, using either Wi-Fi only or your cellular data connection when you're not connected to Wi-Fi.

1. From your phone, go to the Play Store and search for **Lync 2013**.
2. Select **Install > Accept & download**.
3. Open the app, and sign-in using your address (`jd@usd261.com`) and password. In some instances a user name should be provided in the **Show Advanced Options**. If you haven't used Lync on your desktop computer and this is the first time you're using Lync, you need to have a Lync account created and a sign-in address. If you don't know this information, contact your workplace technical support. You cannot create a new Lync account from the app.



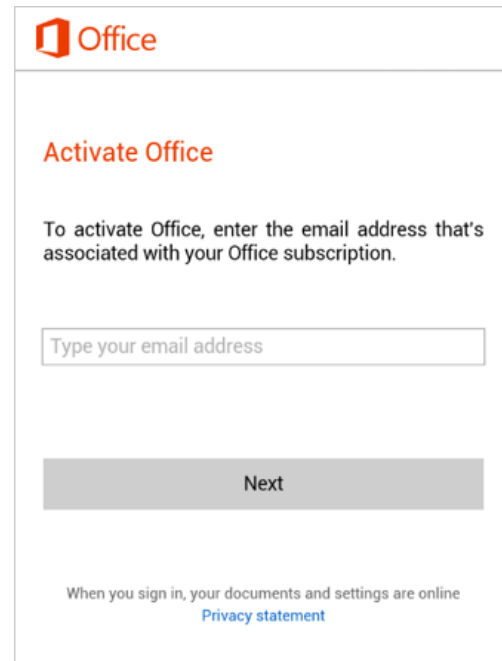
Install the Office Mobile app

Install the Office Mobile for Office 365 Android app (available from the Play Store) to your Android phone, so you can edit documents. The Office Mobile app lets you create and edit Office Word, Excel, and PowerPoint documents.

Before you install Office Mobile, [check the system requirements](#) to make sure your phone can run it.

1. From your phone, go to the Play Store and search for **Office Mobile for Office 365**.
2. Select **Install**. On the App permissions screen, select **Accept**.
3. After installing the app, open it on your device. On the **Use Terms** screen, select **Accept**.
4. Select the arrow until you get to the **Activate** screen, select **Activate**, and sign in with your Office 365 user name and password.

Once installed, you can create new or view existing documents on your OneDrive for Business or SharePoint team sites.



Office

Activate Office

To activate Office, enter the email address that's associated with your Office subscription.

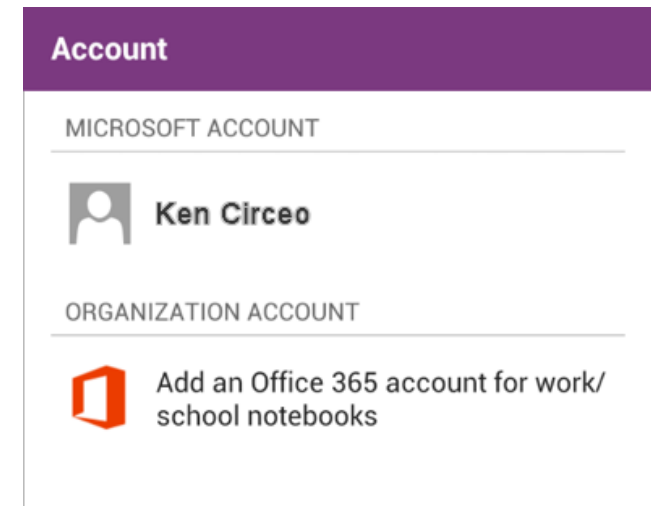
Next

When you sign in, your documents and settings are online
[Privacy statement](#)

Install and set up the OneNote app


Microsoft OneNote for your Android phone gives you instant access to your notebooks on OneDrive and SharePoint. To get started, all you need is a Microsoft account.

1. If you're installing OneNote for the first time, from your Android, go to the Play Store, and search for **OneNote**.
2. Select the **Install** button in the app, and on the **App permissions** screen, select **Accept**.
3. On the **Use Terms** screen, select **Accept**, and select the arrow keys until you get to the Sign in screen. Then, select **Sign in**.
4. To sign in, use your **Microsoft account**, such as a Hotmail or Outlook.com.
5. Next, add your work-related Office 365 account. Open the **OneNote app** on your Android phone.
6. If you have a notebook open, select **Notebooks**.
7. Select **Settings**.
8. Select **Accounts > Add a Service > Office 365 SharePoint**.
9. Enter your Office 365 email address and password, and select **Sign In** to add the account.
10. Close **OneNote Settings**.
11. Select **Open notebooks**. A list of any recently opened Office 365 notebooks now appears under **Other Notebooks**.




Account

MICROSOFT ACCOUNT

 **Ken Circeo**

ORGANIZATION ACCOUNT

 Add an Office 365 account for work/school notebooks

Access your OneDrive for Business site or SharePoint Online team sites from your phone's browser


You can also access your OneDrive for Business site or SharePoint Online team site using the browser on your device.

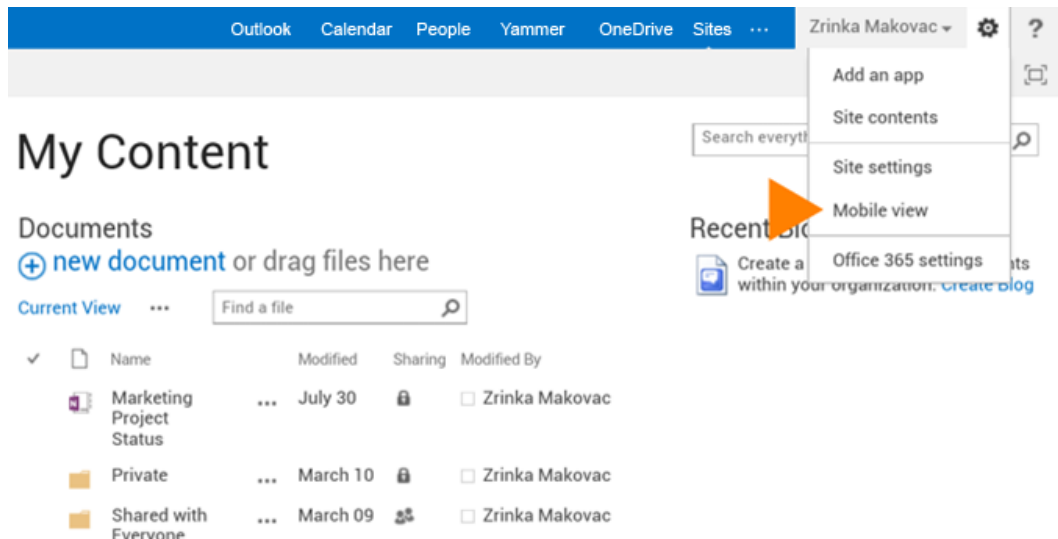
1. Open the browser, and type the URL for your site in the address bar of the browser.

For example, https://usd261-my.sharepoint.com/personal/jdoe_usd261_com is how the URL for a personal site like OneDrive for Business may look.

For a team site, your URL may look something like


<https://usd261.sharepoint.com/sites/<Name>>.

2. When the Microsoft Office 365 login screen appears, type your user name and password, and then select **Sign In**. The site may open in a mobile view. To switch to the PC view, in the far-right corner, select **Settings**  > **Switch to PC View**. To switch back to the mobile view, select **Settings** > **Mobile view**.



3. You can easily navigate between your OneDrive for Business site or any team site you're following by selecting **OneDrive** or **Sites** from the navigation header in the PC view.



4. If you're in the mobile view select **Settings**  > **Site contents** to see a list of the site's content such as documents, calendars, and tasks.

