

Setting up email on Android

Please note that Android devices vary and you may be using 3rd party software. These settings should apply to most apps.

1. Tap **Settings** > **Accounts** > **Add account** > **Email**. This application might be named **Mail** on some versions of Android.
2. Enter your full email address, with @chinooksd.ca on the end (for example mmouse28@chinooksd.ca) and your password, and then tap **Next**. This is your new Chinook portal username – the one with the numbers at the end.
3. Select **Exchange**.
4. If prompted, accept the defaults on the **Exchange server settings** page, and tap **Next**. If your device can't connect, enter the following account information, and then select **Next**.
 - **Domain\Username** Type your full email address in this box, for example, mmouse28@chinooksd.ca. If **Domain** and **Username** are separate text boxes in your version of Android, leave the **Domain** box empty, and type your full email address in the **Username** box.
 - **Password** Use the password that you use to access your account.
 - **Exchange Server** Type **outlook.office365.com**.
 - Select **OK** to continue.
5. As soon as the device verifies the server settings, the **Account Options** page opens. Select the options for how you want to receive your mail, and then tap **Next**. (You may need to scroll down to see **Next**.)
6. If you see **Activate device administrator?** page, select **Activate**.
7. Give the account a name, and then tap **Done**.