

Android (Samsung Devices)

Adding a 365 mailbox to your phone

Android (Samsung)

Open the Samsung Email app and tap **Add Account** if it's your first time.

Or, go to **Settings** in the app > **Add account**.

Settings > Add account

Enter your email address and password. Tap **Sign in**.

Note: If the email app detects your provider, you may be redirected to a different sign in screen.

Email address and password

If you're prompted to select account type, choose **Microsoft Exchange ActiveSync** to sync contacts and calendars.

Select Microsoft Exchange ActiveSync

Tap **Yes** or **Ok** to confirm settings and permissions. What you see may vary depending on what kind of account you're setting up.

Tap Yes to accept permissions

Syncing email, calendar, contacts, and tasks may take a few minutes.

If you see an email that says "**Action Required to Sync**," open it and tap **Use another Mail app instead**. If you don't see this message, skip this step.

Open the email that says "Action required"

Click the link to enable sync

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