

Mobile Devices – Android

After the migration, please delete your profile on all mobile devices.

You can connect to your Office 365 email and calendar from and Android device several ways:

1. Open your browser and go to portal.office.com.
 2. Use the [OWA App for Android](#)
 3. [Configure the native Mail, Contacts, and Calendar apps in iOS or Android.](#)
- Choose Option 1 if you rarely access your District mail from your iOS device. This is the same address you can use to access your email using a Web browser on a desktop computer, but it launches a simplified mobile version of the Outlook Web App interface.
 - Choose Option 2 if you would like to regularly access your District email and calendar from your device, but you want to keep your District Mail and Calendar appointments separate from your personal Mail and Calendar. This option will prompt you to install the free **OWA App** from Microsoft via the App Store.
 - Choose Option 3 if you would like to have your District email and calendar integrated with your iOS Mail and Calendar.

Delete Old Account

1. In the **System Settings**, scroll down to **Accounts** and select the entry for **Exchange**. It may be listed as **Work** or **Corporate**.
2. Select your former **Exchange** account, then select **Remove account** at the bottom of the menu. Tap **OK** to confirm.

Create New Account

Autodiscover Method:

1. In **System Settings**, under **Accounts**, select **+Add Account**.
2. Select the option for Exchange. It may be listed as **Work** or **Corporate**.
 - Configure your Exchange account in the provided fields.
Email Address: Your email address (e.g., joe.user@fortbendisd.com)
 - **Password:** Your Network password
3. Your Android phone will try to set up your email account automatically.

Note: If you experience problems, try it twice, in case there was a mistype. Give Autodiscover a chance to work.

Manual Method:

1. Enter the manual setup option, available on most devices. Use the following settings:
Email address: Your email address (e.g., firstname.lastname@fortbendisd.com)

Server address: outlook.office365.com

Domain: Leave blank or Your email address (e.g., firstname.lastname@fortbendis.com)

Username: Your email address (e.g., firstname.lastname@fortbendis.com)

Password: Your Network password

2. Enable/check the option for **this server requires an encrypted SSL connection**.
3. Tap **Next** and choose which items you would like to synchronize, then select **Done**.
4. Finally, you may be prompted to choose a name for the account you have just added.

Note: If you experience problems, try this twice, in case there was a mistype. If the Autodiscover or manual method does not work, try rebooting the device.