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.

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

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.

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 smiths@lmc.edu, 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 tony@contoso.com, type contoso.com\tsmiths@lmc.edu. 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 Office Mobile app

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

1. From your Office 365 email account, click on the Office 365 settings icon in the upper right corner by your name.
2. Select Software from the left hand side options. Select Phone and tablet. Select the device you want to download Office to.
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.
Access your OneDrive from your phone’s browser

You can also access your OneDrive using the browser on your device.

1. Open the browser, and enter www.onedrive.com is the URL for a personal site.

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.