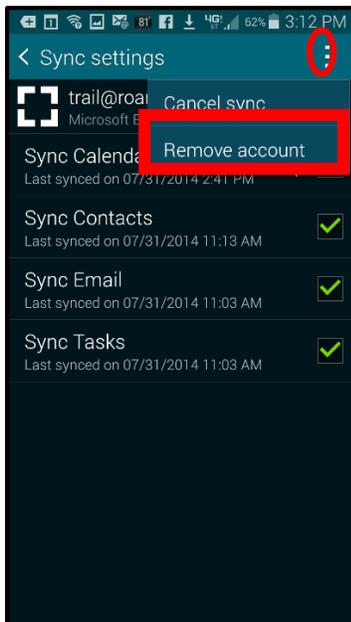


Samsung Office 365 Instructions

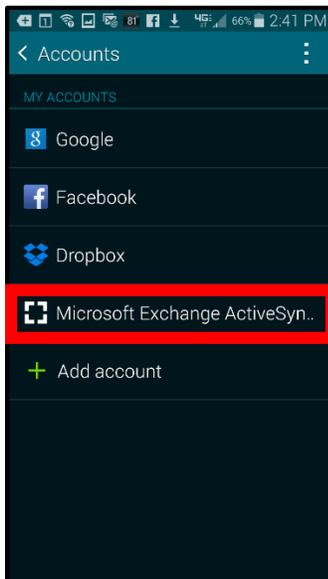
The first thing you will need to do is **DELETE the old RC email account. Follow the instructions below:**

- Go to “Settings”
- Scroll down to and select “Accounts”.
- Under Accounts select “Microsoft Exchange ActiveSync”
 - Under “Accounts”, select your email address
 - You are on the “Sync Settings” page
 - In the upper right hand corner are three dots (this is a menu) select the dots and it will allow you to “Remove Account”
 - Select “Remove Account”

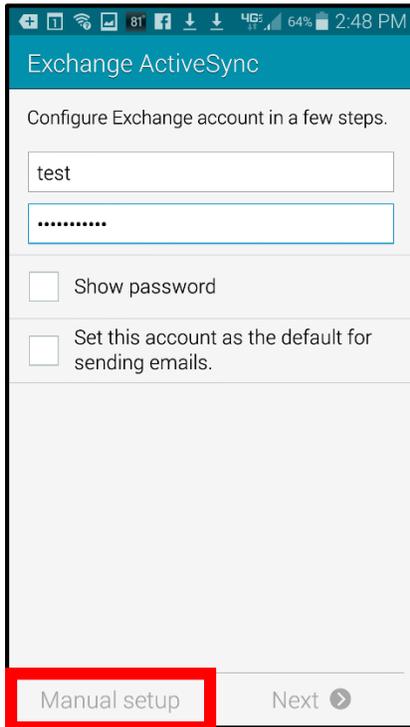


The “Accounts Screen” will appear. Now you are ready to add the new Outlook Office 365 account:

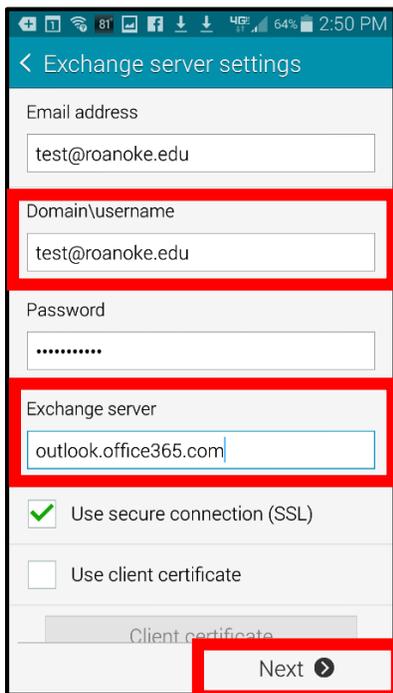
- Select “Add Account”
- Scroll down to “Microsoft Exchange ActiveSync”



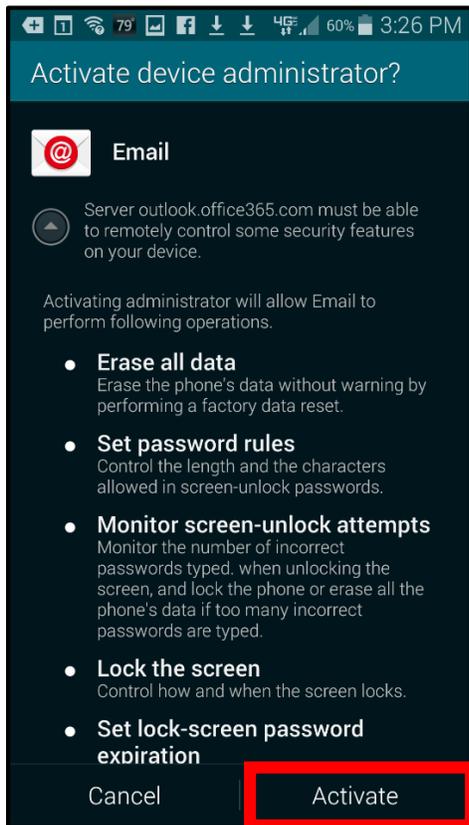
- Enter your RC email address (user@roanoke.edu)
- Enter your RC password
- Select “Manual Setup”



- Under Domain\Username
 - Delete what is in the box
 - Enter your RC email address (user@roanoke.edu)
- Under the Exchange Server box:
 - Delete what is in the box
 - Enter: outlook.office365.com



- Activation Screen box will appear
 - Select OK
- Remote Security Administration box will appear
 - Select OK
- Under Account Options
 - Set how many days/months you want your email and your calendar to sync to
 - Select Next. That will bring you to the Activate device administrator screen



- Select "Activate"
 - Next
- You should be done
 - Go to home screen and select your email icon and check your email