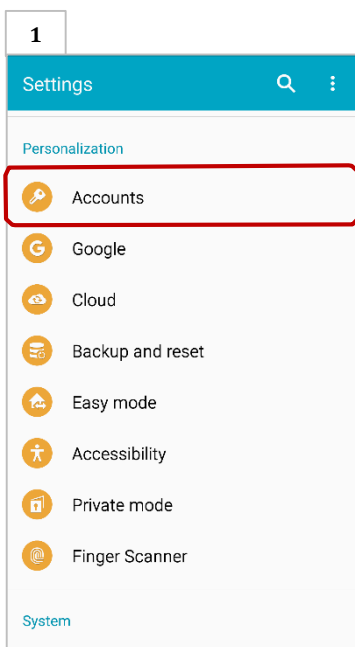


Office365 Middlesex University Student Email Guide for Android Devices

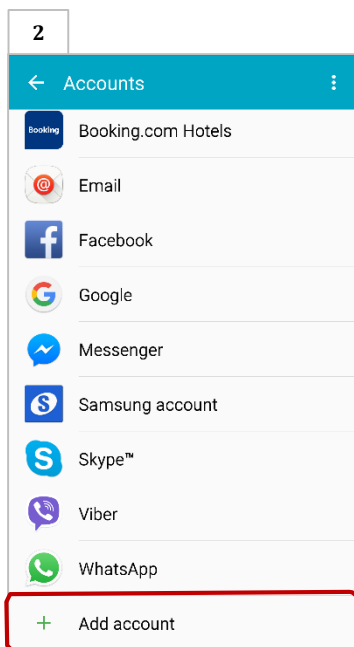


Important Notice: Please make sure you change the initial password given to you on enrolment to a new one before setting up your email on mobile for added security.

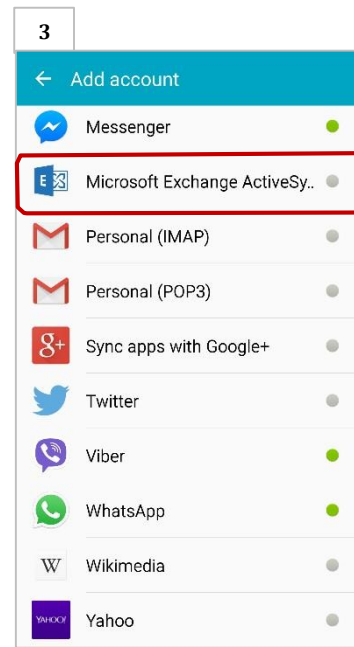
This guide will show you how to set up your Office365 for Middlesex University Student Email account on an Android devices. The screenshots are taken from a Samsung Note 4, and so the instructions may differ slightly depending on your Android device model and firmware. Access the **Settings** from your device.



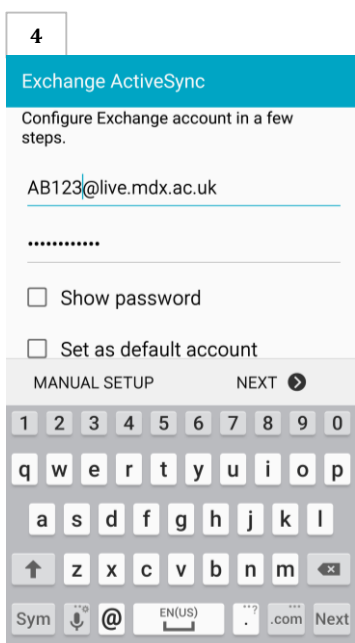
On the Settings screen, select Accounts.



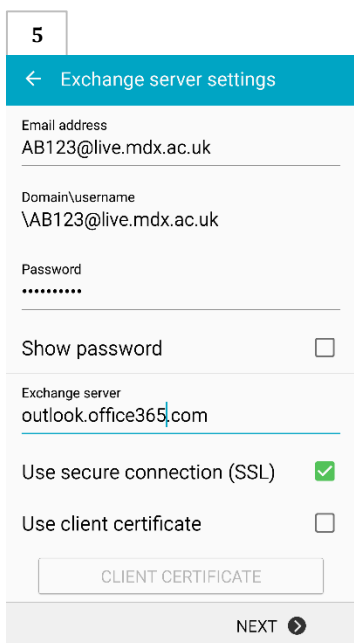
Select Add account
oEnterprise or Microsoft Exchange



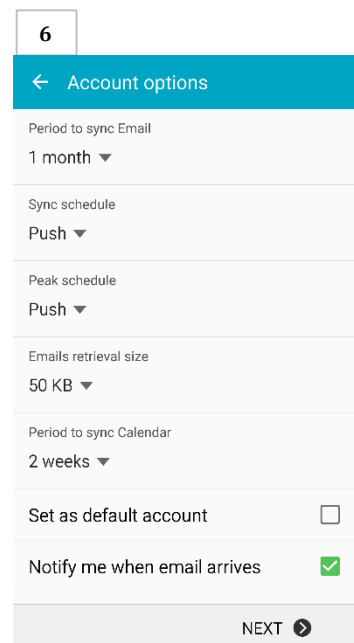
Select Microsoft Exchange ActiveSync



Enter your own full Email Address (e.g. X.XXXX@live.mdx.ac.uk) and Password
Click Next.

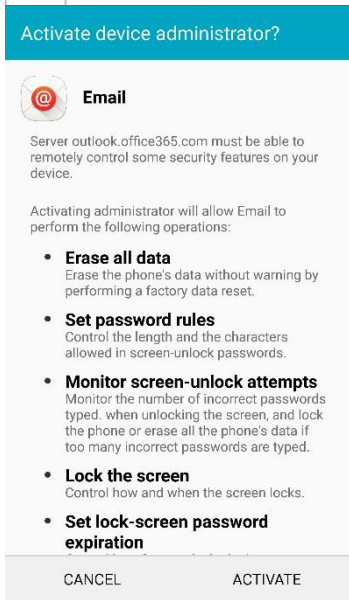


At this point, it will check server settings automatically.



Select the period to sync Email and other options or choose them by default

7




Select **Activate** to allow Office365 remotely control security features

Go back to your home screen and open Mail

And see your mailbox:



For technical issues and inquiries, please contact the I.T. Office at:

 HelpDesk@mdx.ac.ae

 04 3678126