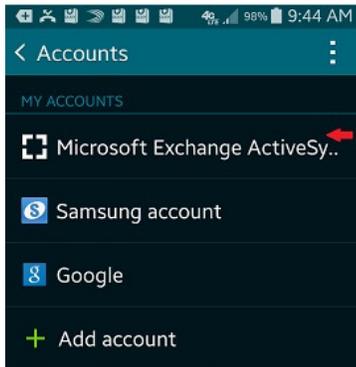


Receiving LSC “Office365” Mail on your Android Device

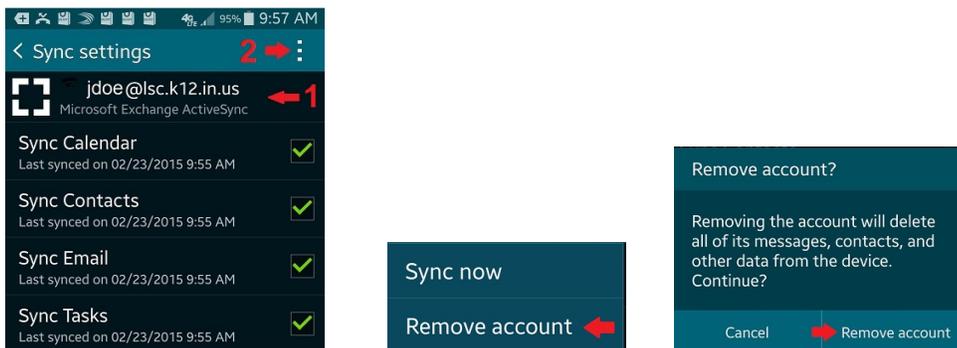
This document will help you setup your LSC Office365 e-mail, calendar and contacts to be used on your Android device.

If you previously had LSC email on your Android device start with **step 1**. If you are adding it for the first time, go to **step 3**

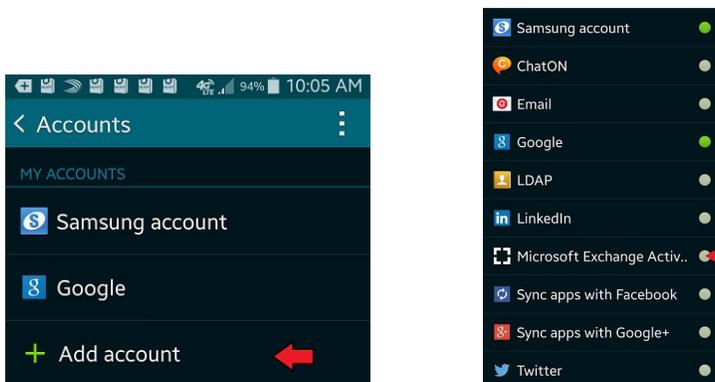
1. Go to Settings – Accounts. If you see the Microsoft Exchange ActiveSync, you will need to select it. If you do not see the Microsoft Exchange ActiveSync, go to **step 3**.



2. Once selected. You should see your LSC email address similar to **Arrow 1**. To delete the account select the 3 small boxes shown by **Arrow 2**. You will receive an option to remove the account. Select Remove account. You will be prompt to confirm the deletion. Again select Remove account.



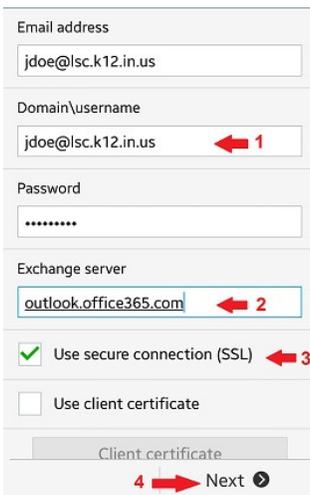
3. Go to Settings – Accounts. Select Add account. Choose “Microsoft Exchange ActiveSync”.



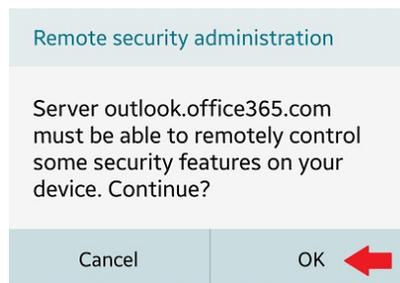
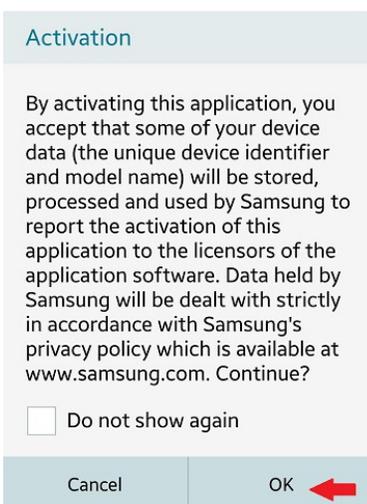
4. On the first screen you will be prompted for an **email address** and **password** similar to the examples shown by **Arrows 1 and 2**. The password will be your domain password/email password/computer log in password. Enter the information and tap Manual setup.



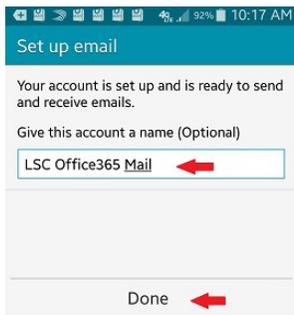
5. On the next screen you will be prompted to enter “Domain\username”. Please enter your email address again such as: **Arrow 1**. For the “Exchange Server” enter **outlook.office365.com** and make sure to check “Use secure connection (SSL)”. Once completed tap Next.



6. You will be asked for Activation of the application tap OK. You will be asked to allow outlook.office365.com to remotely control some security features. You must select OK to continue the process. You will be asked to confirm the “Activate device administrator?” Select Activate to continue.



7. Now you must name the account. As you can see I chose to name it “LSC Office365 Mail, but you can name it whatever you want. Once named tap Done



8. It may take up to 1-3 minutes for mail to begin showing up in Email.

Disclaimer: Setting up LSC E-Mail on your Android or iOS device initiates an Exchange ActiveSync connection to LSC's E-Mail server. This connection will register your device (even a personally-owned one) with the E-Mail server. This capability is a feature of Exchange ActiveSync and is not something that can be deactivated by the LSC Technology Department. We disclose this information because it is possible for you as the user to initiate a "remote wipe" of your device (even a personally-owned one) from within Outlook Webmail.

You can avoid this by not initiating such a "remote wipe" from Outlook Webmail. To prevent your device from being registered with the LSC E-Mail server entirely, do not setup your mobile device to access LSC E-Mail. See the link below for more information on how this "remote wipe" is possible. Note that this link demonstrates on an iPhone, but the same instructions can be used to wipe Android devices as well. <http://gigaom.com/2010/02/04/how-to-remotely-wipe-an-iphone-using-exchange/>

If at a later date, you decide you no longer wish to receive LSC E-Mail on your Android device, open the Settings app and under Accounts, delete the Microsoft Exchange ActiveSync account. Your Android device will no longer be registered to receive LSC E-mail.