

## Windsor Regional Hospital

### Office 365 Email Configuration For Android Devices

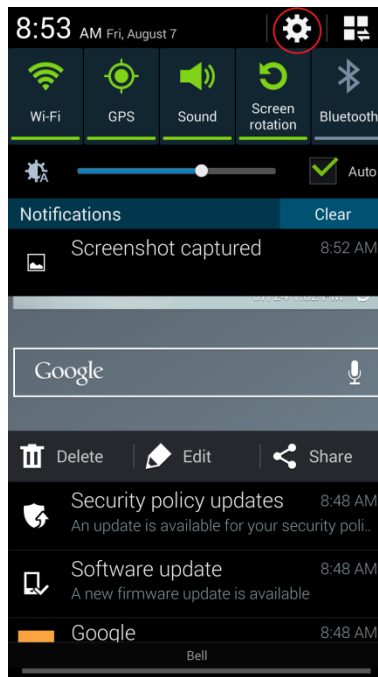
After your mailbox has moved to Office 365 you will need to update your email settings to reconnect your phone. Please follow the instructions below.

If you are currently receiving work email on your mobile device or if you access Citrix from home then STOP. This process is not for you.

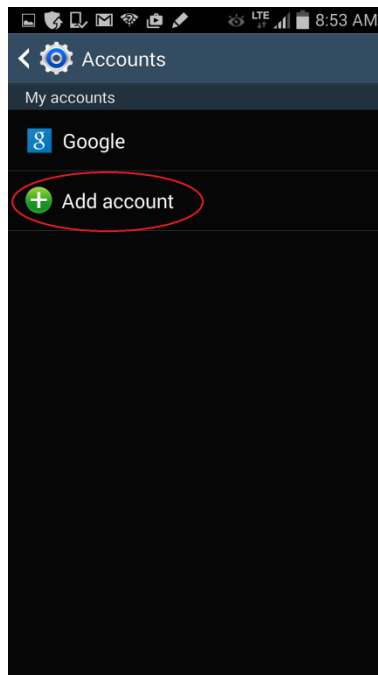
1. From the home screen, swipe down from the top of the screen to open the options screen.



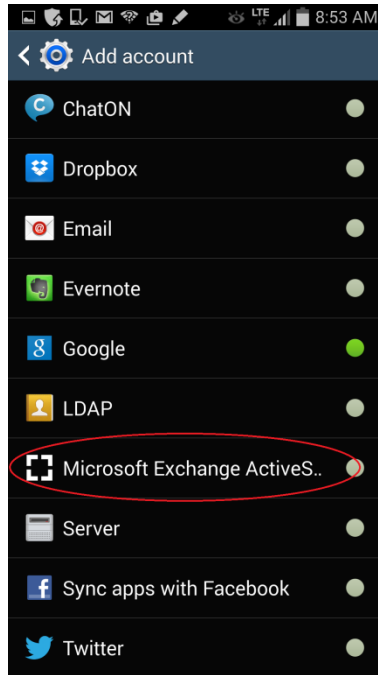
2. Tap on the **“Settings”** icon at the top right.



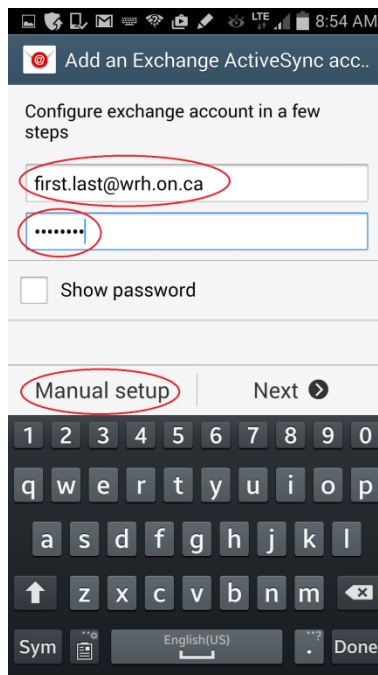
3. Tap on **“Add Account”**



4. Tap on ***“Microsoft Exchange ActiveSync”***



5. Enter your email account credentials and password. Your email account must be in the format: [firstname.lastname@wrh.on.ca](mailto:firstname.lastname@wrh.on.ca).  
The password is the password you currently use to access Citrix today. When complete, tap on ***“Manual setup”***.



6. Verify and/or enter the **Email address**, **Domain\user name**, **Password** and **Exchange server** fields. The **Exchange Server** field must be as shown. When complete, tap on “**Next**” in the bottom right corner.

Exchange server settings

Email address  
first.last@wrh.on.ca

Domain\user name  
first.last@wrh.on.ca

Password  
.....

Exchange server  
outlook.office365.com

Use secure connection (SSL)

Use client certificate

Client certificate

Mobile Device ID

Next >

7. In the **Activation** screen, tap “**OK**”.

Exchange server settings

Activation

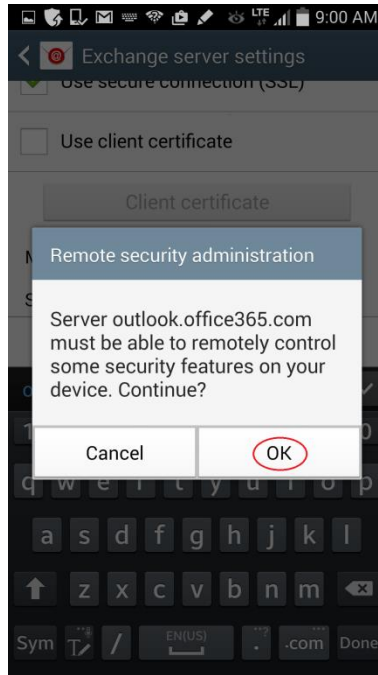
By activating this application, you accept that some of your device data (the unique device identifier and model name) will be stored, processed and used by Samsung to report the activation of this application to the licensors of the application software. Data held by Samsung will be dealt with strictly in accordance with Samsung's privacy policy which is available at [www.samsung.com](http://www.samsung.com). Continue?

Always show

Cancel OK

Next >

8. Allow Office 365 to access features on your device. Tap on **“OK”**.



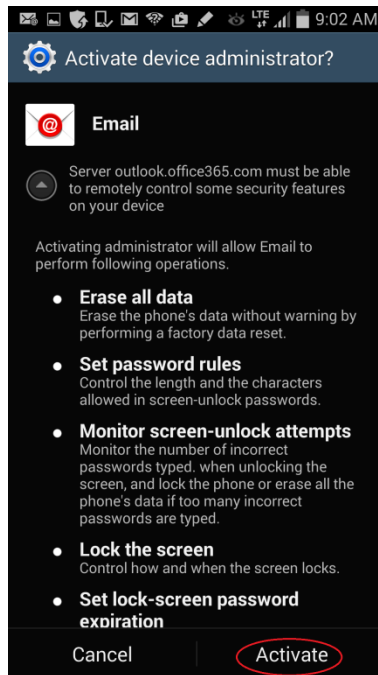
9. Configure the options to your liking. When complete, scroll to the bottom of the screen and tap on **“Next”**.

The screenshot shows the 'Account options' screen with the following settings:

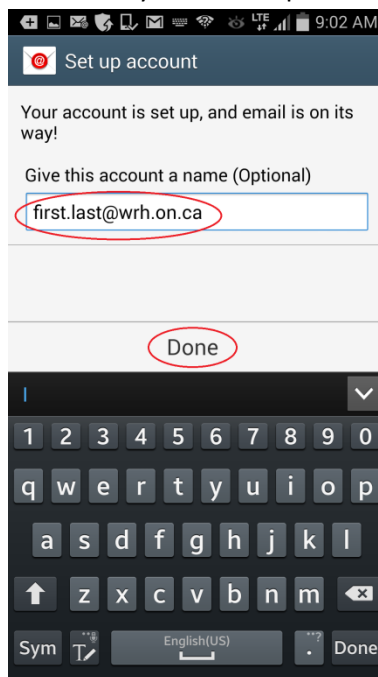
- Period to sync Email: 3 days
- Sync schedule: Push
- Peak schedule: Push
- Emails retrieval size: 50 KB
- Period to sync Calendar: 2 weeks
- Notify me when email arrives
- Sync Email
- Sync Contacts
- Sync Calendar
- Sync Task
- Sync SMS
- Automatically download attachments when connected to Wi-Fi

At the bottom right, the 'Next' button is circled in red.

10. Tap on **“Activate”**.



11. Modify the display name for this account if you wish. Tap on **“Done”** to complete the setup.



Synchronization of email and other information may take several minutes.