



# How to access your Office 365 mailbox on your Android device

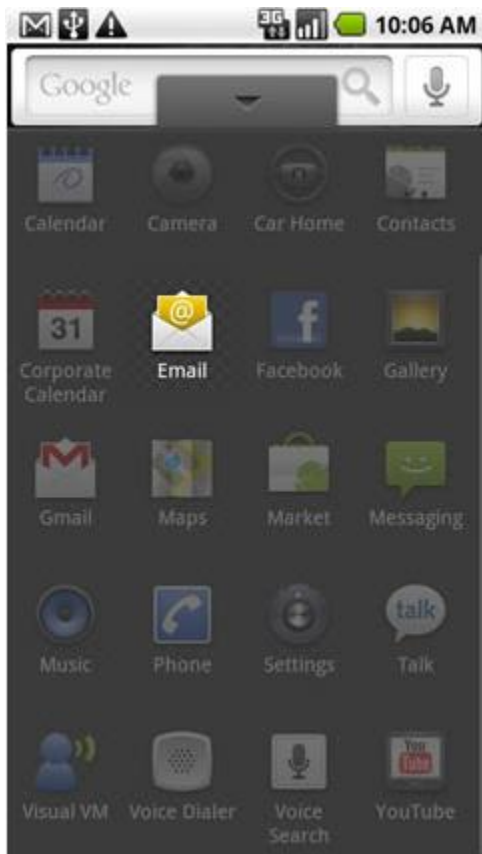
## Objective

This document provide instructions on how to acces your Office 365 mailbox on an Android device.

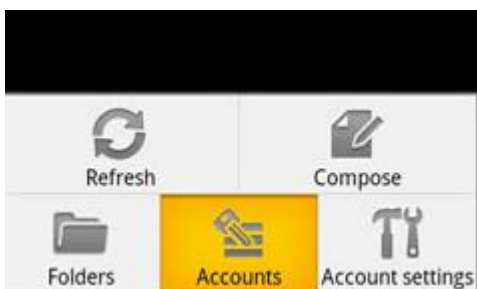
## Part 1 – Removing existing LAUSD mail account

The following steps only apply if you've already configured your Android device to access your LAUSD mailbox (prior to being migrated to Office 365). If so, this mail account must be deleted beforehand.

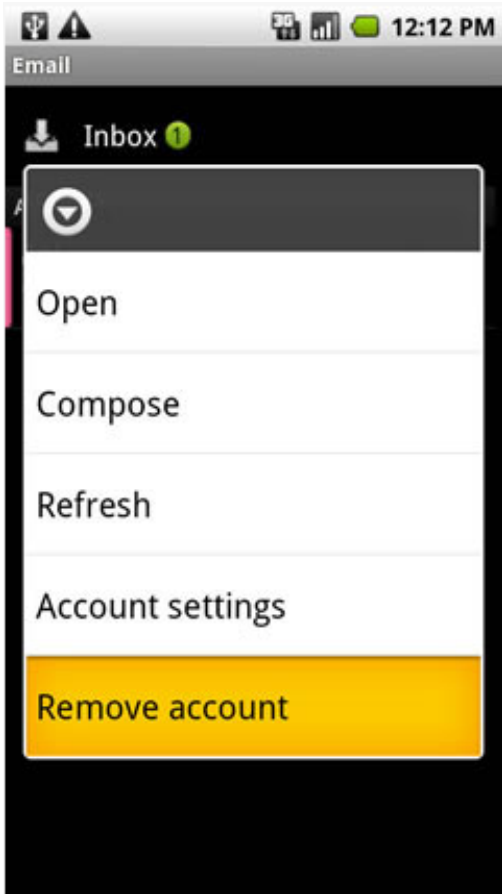
1. From the home screen, go to the **Email** or **Mail** app.



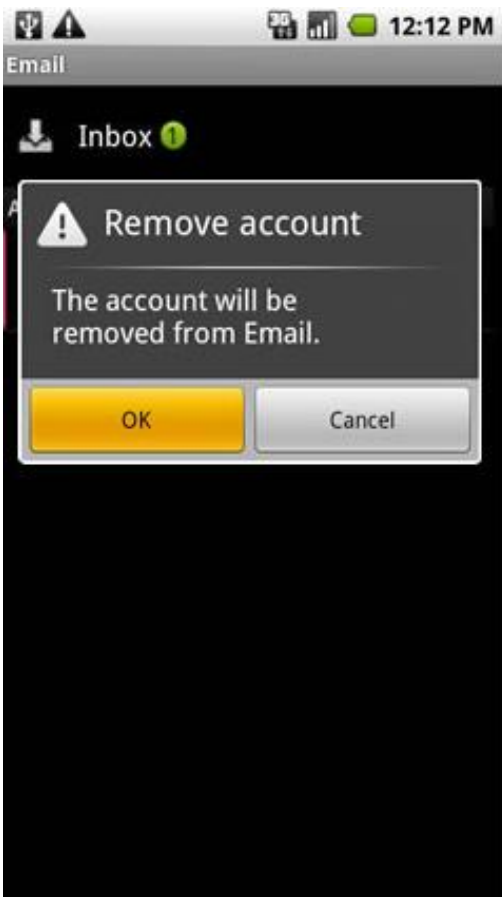
2. Bring up the **Menu** and choose **Accounts** or **Settings**.



3. Select the account you want to remove.
4. Select **Remove account**.



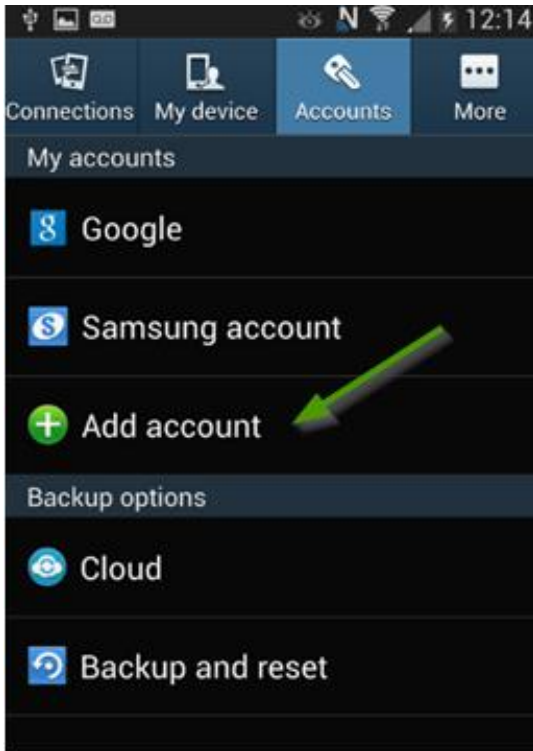
5. Confirm that you want to remove the account when prompted.



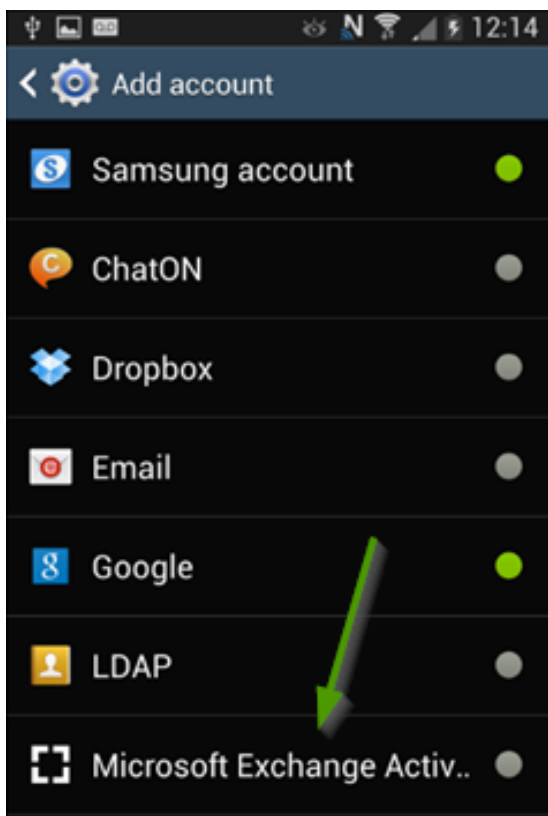
## Part 2 – Creating your LAUSD mail account

Follow the steps below to setup your LAUSD mailbox (after migration to Office 365).

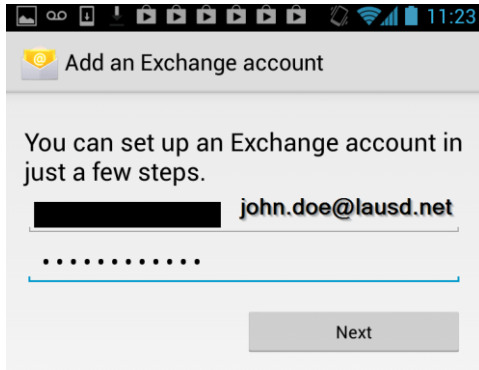
1. From your phone, select **Settings** → **Accounts** → **Add account**.



2. Select **Microsoft Exchange ActiveSync**.

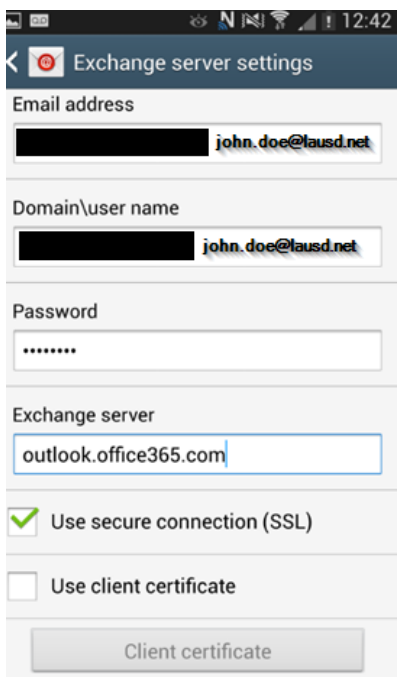


3. Type your LAUSD email address and your password, then select **Next**.

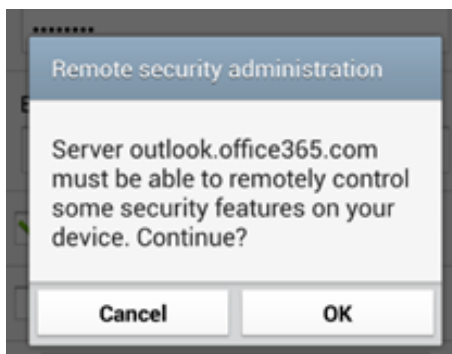


**Note: Please contact the LAUSD IT Helpdesk on (213) 241-5200 or submit an online service ticket at <https://itdscweb.lausd.net/sc/ess.do> for technical assistance if you are unsure what your LAUSD user email address or password is.**

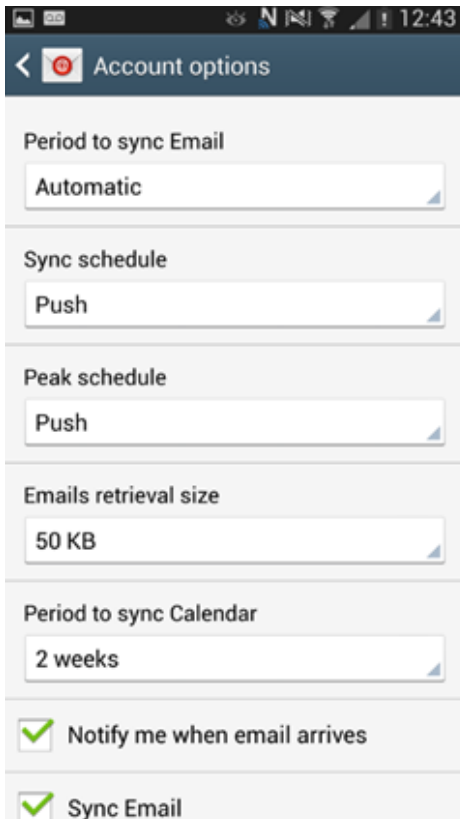
4. Ensure the **Domain\Username** field is set to your LAUSD email address. The **Server** name should be set to **outlook.office365.com**



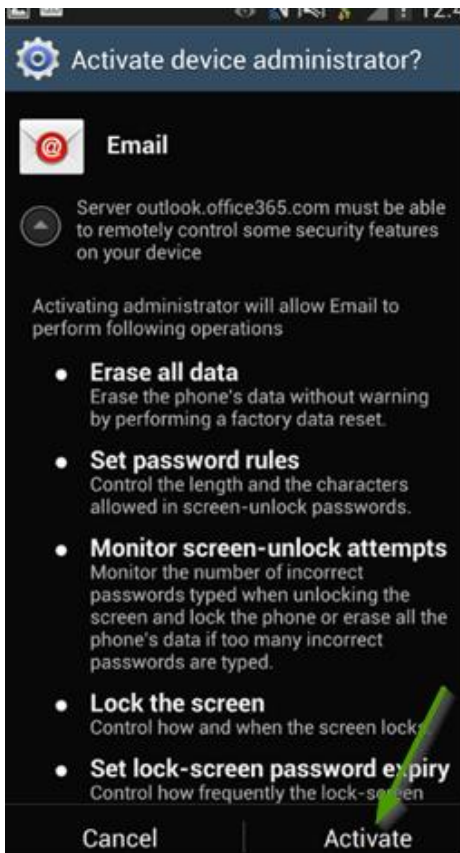
5. On the next screen, click **OK**.



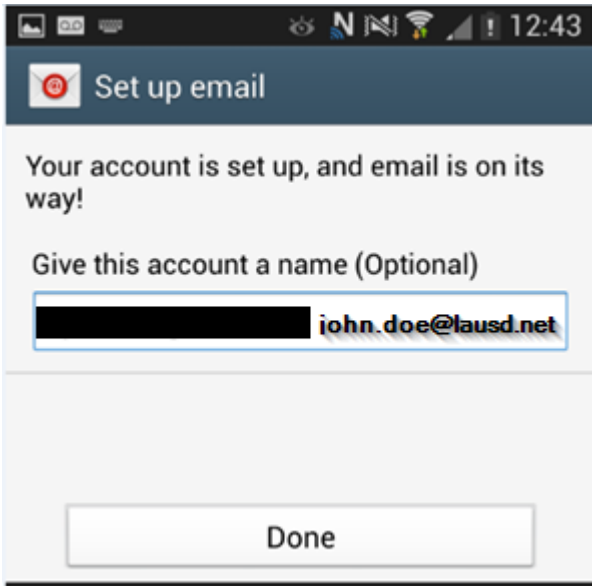
6. On the following screen, leave the default settings and click **OK**.



7. The following screen will appear. Click **Activate**.



8. Setup is now complete. Click **Done**.



9. To access your Office 365 mailbox, open the **Email** app.

