Setting up Outlook in Android

To set up your ESADE Outlook account in an Android device (tablet or smartphone), go to section “A” below if your ESADE account is already configured or section “B” if this is the first time you’re setting up your account. In both cases, follow the corresponding steps.

A) If your ESADE account is already configured: you have to eliminate it first and then reconfigure it (section “B”).

1. Open Settings.

2. Go to Accounts and Sync.

3. Select your ESADE account (Microsoft Exchange ActiveSync).

4. Click on Menu, and then on Erase or directly on Eliminate account. Confirm that you want to eliminate the account.

Examples depending on the Android version and customisation:

**SONY, Android 4.0**

**HTC, Android 4.1**
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SAMSUNG, Android 4.0

5. After you’ve eliminated your account, you can reconfigure it.

B) If this is the first time you’re setting up your ESADE account or if you’ve eliminated it:

1. Open the Android e-mail application.

2. Setup will vary depending on the Android version and customisation. Below are examples of some of the most common.

SONY, Android 4.0

3. Introduce your e-mail address (name.surname@alumni.esade.edu) and password.

4. Click on Manual setup.

5. Select the type of account: Exchange ActiveSync.

6. Fill in the Domain\Username field with the complete username for your ESADE account (name.surname@esade.edu). In the Server field, you have to introduce outlook.office365.com. You also have to activate the Use secure connections (SSL) and Accept all SSL certificates checkboxes.
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HTC, Android 4.1

3. Select Microsoft Exchange ActiveSync as the type of account.

4. Introduce your e-mail address (name.surname@alumni.esade.edu) and password. Then click on Next.

5. Introduce your ESADE e-mail address (name.surname@alumni.esade.edu) in the E-mail address field. Introduce outlook.office365.com in the Server field.

You do not have to complete the Domain field.

Introduce your username (name.surname@esade.edu) and password. Then activate the checkbox, This server requires an encrypted SSL connection.

6. Click on Next.
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SAMSUNG, Android 4.0

3. Introduce your e-mail address (name.surname@alumni.esade.edu) and password.

4. Click on Manual setup.

5. Select Microsoft Exchange ActiveSync as the type of account.

6. Complete the Domain\Username field with ESADE\name.surname@esade.edu for your ESADE account. In the Server field, introduce outlook.office365.com. You also have to check the option, Use secure connection (SSL).

7. Accept all the safety and security warnings and select the data you want to synchronise.

Close the wizard after indicating the data you want to synchronise (e-mail, calendar, contacts and tasks) and the frequency (scheduled or manual push).

8. Setup complete.

The initial synchronisation should only take a few seconds to complete.