Setting Up An Android Device

Android Version 4.0.3

Note for Android 4.0.3 users and earlier versions:

If you have previously setup your ANU email prior to the Office 365 migration, you will need to REMOVE the Email exchange account and add a new email account by following the steps above for the email to work with the new settings.

1. Go to “Settings”

2. Select “Accounts & sync”

3. Select “+Add”

4. Select “Exchange ActiveSync”

5. Select “Manual setup”
6. Configure Exchange ActiveSync as shown below using your UniID and HORUS password.

Email: john.smith@anu.edu.au

   Email Address:  u1234567@uds.anu.edu.au

   Server Address:  m.outlook.com

   Domain:  Leave this field blank

   Password:  Your ANU password

   Select “This server requires an encrypted SSL connection”

7. Select “Next”
8. Select which accounts you wish to synchronize and update schedule.

9. Select “Next “

10. Enter a description name for your new account (i.e. ANU Email).

11. Select “Finish setup”
Android Version 4.1.1

1. Go to “Settings”

2. Scroll down to “Accounts”

3. Select ‘Add Account”
4. Select ‘Microsoft Exchange ActiveSync’
5. Configure the exchange account:

   • Enter your email address:  john.smith@anu.edu.au
   • Enter ANU password:

6. Uncheck “Show Password”

7. Check ‘Send email from this account by default’

8. Select ‘Manual Setup’
9. Enter the following information:

   • Domain\user name: u1234567@uds.anu.edu.au
   • Password: (enter ANU password)
   • Exchange Server: m.outlook.com

10. Check ‘Use secure connection (SSL)’

11. Uncheck ‘Use client certificate’

12. Select ‘Next’
13. Activation

- Uncheck “Always show”
- Select the ‘OK’ button

14. Remote security administration:

Select “OK”
15. Account Options

- Peak schedule: Manual
- Off-Peak schedule: Manual
- Period to sync Email: Automatic
- Emails retrieval size: Automatic
- Period to sync Calendar: 2 weeks
- Send email from this account by default: Check
- Notify me when email arrives: Check
- Sync Email: Check
- Sync Contacts: Check
- Sync Calendar: Check
- Sync Task: Check
- Sync SMS: un-Check
- Automatically download attachments when connected to Wi-Fi: Check
16. Select "Next"

17. Select "Activate"

18. Enter a description name for your new account (i.e. ANU Email or Outlook 365).

19. Select "OK"