Set up LACCD Office 365 Email

Built-in Android Mail App

1. Tap "Settings"
2. Tap "Cloud and Accounts"
3. Tap "Accounts"
4. Tap "Add Account"
5. Tap "Microsoft Exchange ActiveSync"
6. Enter your email address (ending @laccd.edu, ex. smithj@laccd.edu) and password (the same one that you setup with the online single sign-on or SIS).
7. If you see a "Domain\Username" field, enter your full email address.
8. If "Domain and Username" are separate fields, enter your full email address in "Username", and leave "Domain" blank.
9. If you see a "Server" field, enter "outlook.office365.com."
10. Tap "Next"
11. To complete auto configuration, tap "OK."
12. Select the account options you want to use. Selecting a longer sync period will show you more calendar information and email, and require more memory.
13. Tap "Next"
14. Tap "Microsoft Exchange ActiveSync" to see the display name for your email account. You can change the display name here.
15. Tap "Next" and you will see your inbox.