Configure HTC devices for Outlook

Use this article to configure your HTC device with Outlook

Step-by-step guide

NOTE: Android OS varies by manufacturer and software version, please contact the SOM Helpdesk if these instructions do not match your device.

1. From the Home screen, press the Menu button, and then select Settings. You also can get to Settings, by pressing the Applications button and then selecting Settings from the list of applications.

2. Select Accounts & Sync from the Settings list.
NOTE: If you are RECONFIGURING your Yale account, you must Delete the existing account from your Android device at this point. Tap "Exchange Activesync", then tap "Remove Account" twice. Proceed to step 3.

3. Press Add account button.
4. Select Exchange Active Sync.
5. Press **Manual setup** button.

6. Enter your Yale e-mail address. The server is: [outlook.office365.com](mailto:outlook.office365.com) Scroll down and proceed to step 7.
7. Enter information:

Domain: *leave blank*

The username is your Yale e-mail address.

The password is your Yale NetID password.

Scroll down and proceed to step 8.

8. Select the information that you want to sync and then press *Finish setup.*
Select the data to synchronize with the Exchange Server

Mail ✔️
Contacts ✔️
Calendar ✔️
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