



TNG | OSS

Information Services

Service Desk Guides

Adding O365 Corporate Email – Android

Table of Contents

About this document	3
Summary of changes	3
Steps on adding your O365 account.....	4

About this document

This document describes everything you need to know about how to add your O365 corporate email account to your mobile Android device.

Summary of changes

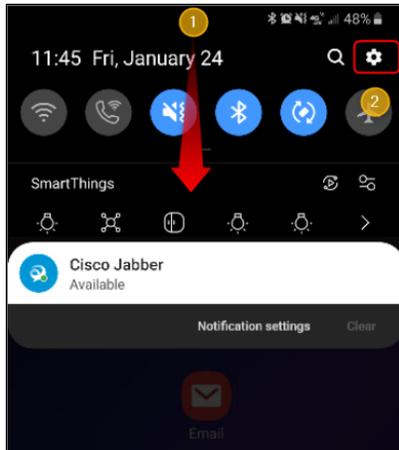
This section records the history of significant changes to this document. Only the most significant changes are described here.

Version	Date	Author	Description of change
1.0	01/24/2019	Stefan Hrycko	Initial version

Where significant changes are made to this document, the version number will be incremented by 1.0. Where changes are made for clarity and reading ease only and no change is made to the meaning or intention of this document, the version number will be increased by 0.1.

Steps on adding your O365 account

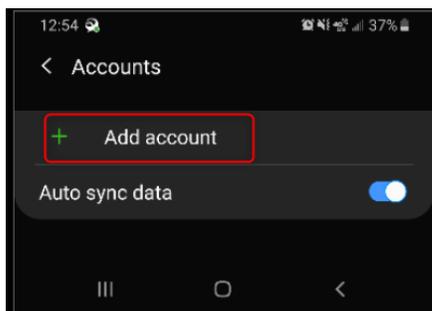
1. Swipe down the notification bar
2. Tap on the **“Settings”** App



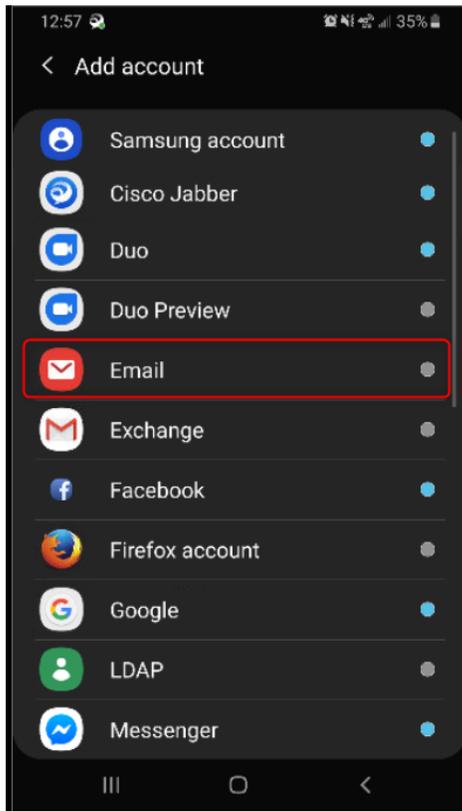
3. Scroll down and tap on **“Accounts and Backup”**
4. Tap on **“Accounts”**



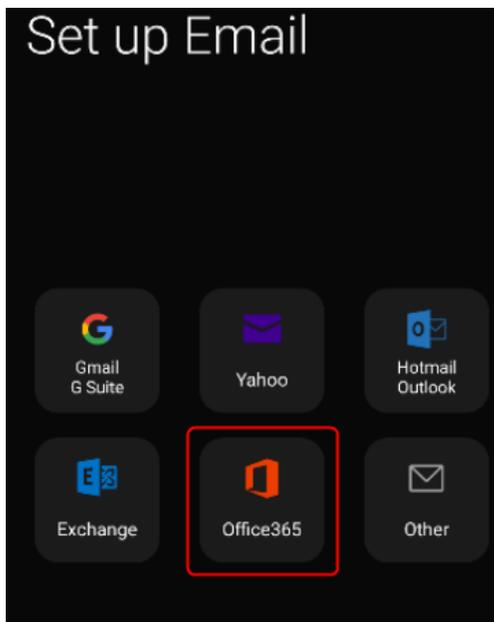
5. Tap on **“Add Account”**



6. Tap on **“Email”**



7. Tap on **“Office365”**



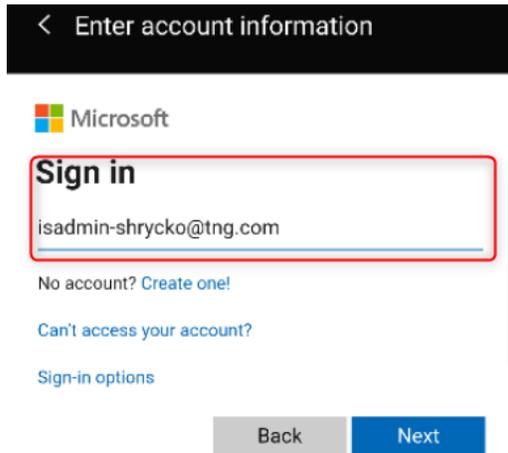
8. Enter in your TNG | OSS **Computer Username** then add **@tng.com** or **@oa-services.com** > then click **“Next”**

Sample:

Company: **OSS**

Computer Username: thenewsgroup\shrycko2

Login will be shrycko2@oa-services.com



< Enter account information

Microsoft

Sign in

isadmin-shrycko@tng.com

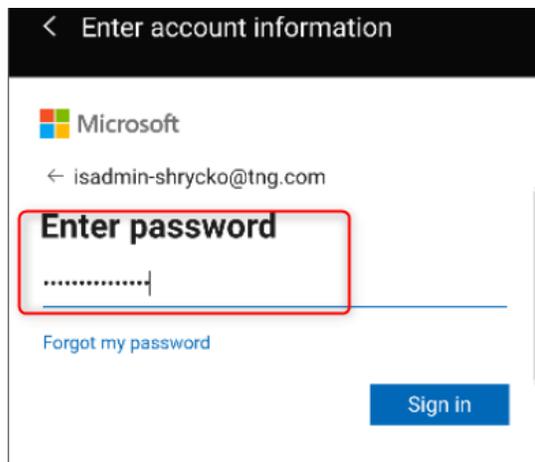
No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Back Next

9. Enter your password > then tap **“Sign In”**



< Enter account information

Microsoft

< isadmin-shrycko@tng.com

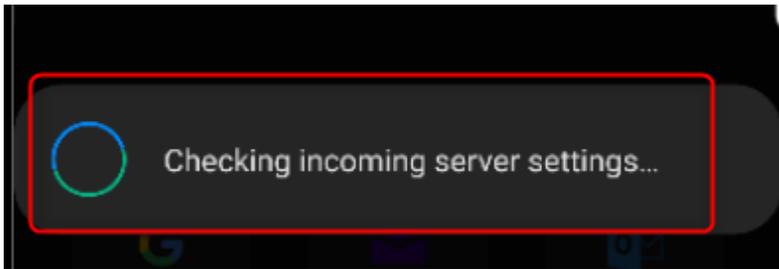
Enter password

.....

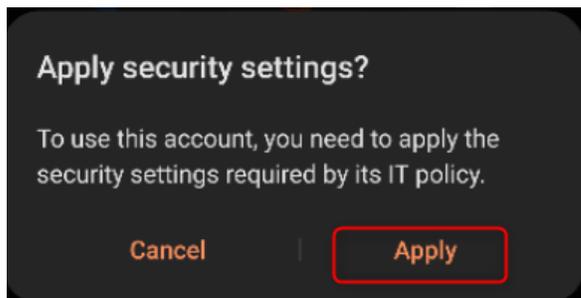
[Forgot my password](#)

Sign in

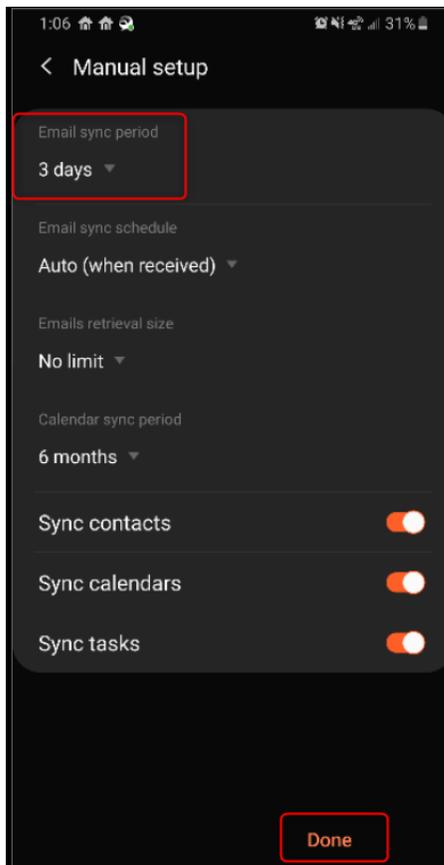
10. A message will appear **“Checking incoming server settings”**



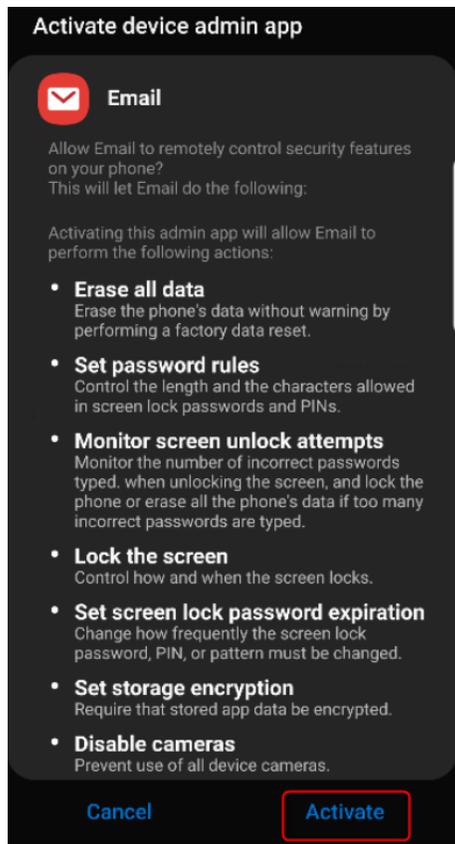
11. A message will appear "Apply security settings" > Tap "Apply"



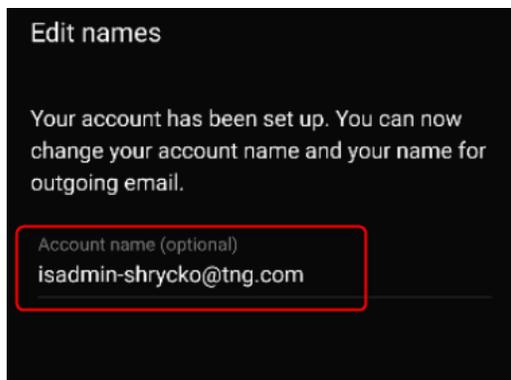
12. You can adjust your "Email Sync Period" if you are happy with the defaults > Tap "Done"



13. A message will appear **“Activate Device Admin App”** > Tap **“Activate”**



14. Edit Names will appear > Leave the **default account name** that is already filled in. > Tap **“Done”**



15. Congratulations, you have successfully added your O365 corporate email.