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Project name:	ABB Workplace Beta Test	Phase of project	:t:	Benefits delivery	
Creator name:	Marcin Pasteczka	Distribution:		ABB Internal	
Android Office 265 configuration quide					

## Android Office 365 configuration guide

## ABB account setup

- 1. Go to Settings and scroll down to Mail, Contacts, Calendars
- 2. Open Mail, Contacts, Calendars
- 3. Select Add Account...



- 4. In Domain\ user name type your email address (eg marcin.pasteczka@abb.as) and in Exchange server outlook.office365.com
- 5. You will be asked to accept Activation policy. Click OK.
- 6. You will be asked to agree to "Remote security administration". Click OK.





- 7. Account options will display, scroll down the screen and click "Next".
- 8. "Activate device administration" presents features in your phone that will be controlled by Outlook server. Activate
- 9. You will be asked to set "Screen unlock settings". Choose one of the option and setup a PIN.



- 10. You will be asked to encrypt your memory card if it's possible on your device. Your device should be plugged to charger and battery should be above 80%.
- 11. When you tap "Encrypt device" you will be asked to select PIN code for encryption and then encryption method.
- 12. Please select "fast encryption". Your device will restart and encryption will start.



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Confirm PIN						
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Click Email or Mail icon again. You will be asked to accept security update that is required for your new account.
Your Email and Calendar are now synchronized with Outlook.





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## Lync setup

- 1. Open Web browser and go to: http://www.office.com/business-apps
- 2. Select Lync 2013 and install it.
- 3. Once installation is completed open Lync 2013 and use your Outlook login and password to sign in.



Tap the app you want to download. You can return to this page to download the additional apps.



Microsoft



## DESCRIPTION

You need to have a Lync account already to use this app. Also, some functionality might require an update to Lync Server or might not be available to all users. If you're not sure about your account status, please contact your IT department.

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Lync	
Sign-in Address	
marcin.pasteczka@pl.abb.com	
Password	
✓ Save Password	
Show Advanced Options 🔻	
<u>Sign-in Help</u>	
Sign In	-

