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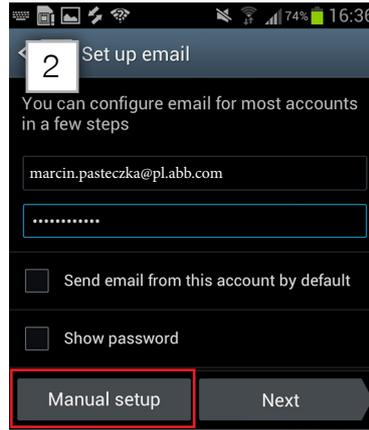
4. In Domain\ user name type your email address (eg marcin.pasteczka@abb.as) and in Exchange server outlook.office365.com
5. You will be asked to accept Activation policy. Click OK.
6. You will be asked to agree to "Remote security administration". Click OK.

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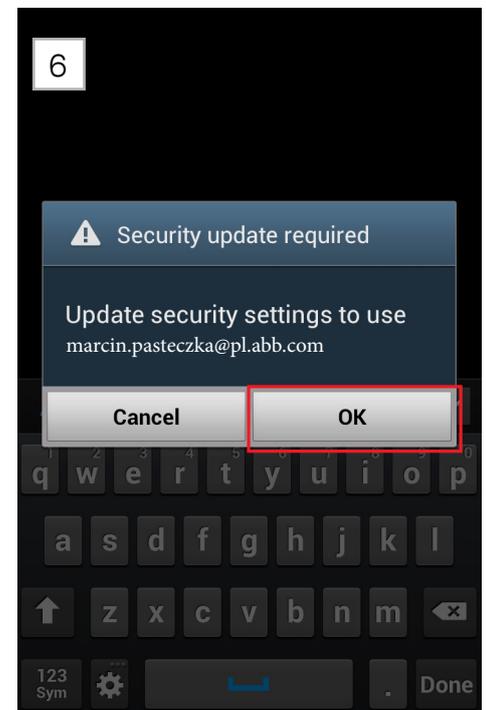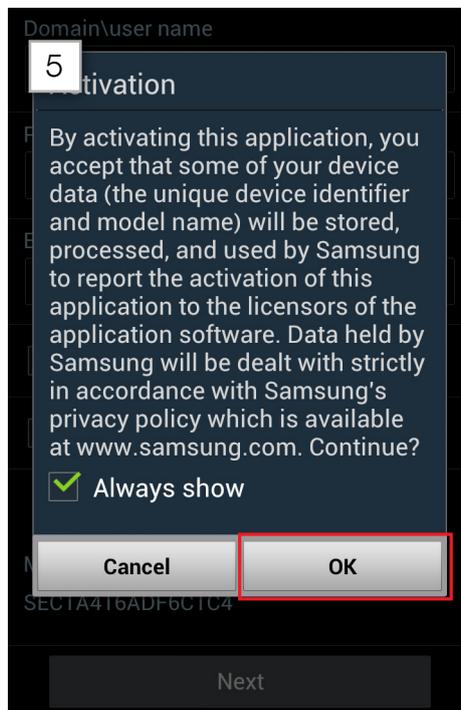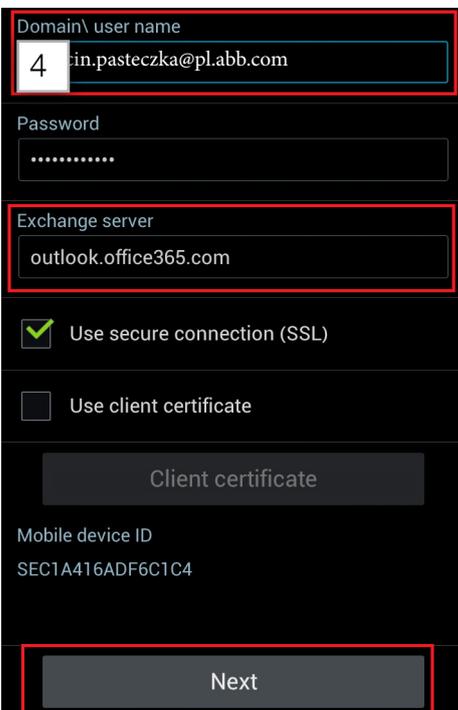
7. Account options will display, scroll down the screen and click "Next".
8. "Activate device administration" presents features in your phone that will be controlled by Outlook server. Activate
9. You will be asked to set "Screen unlock settings". Choose one of the option and setup a PIN.
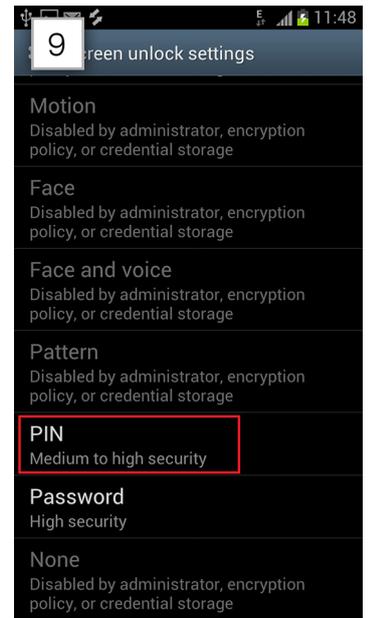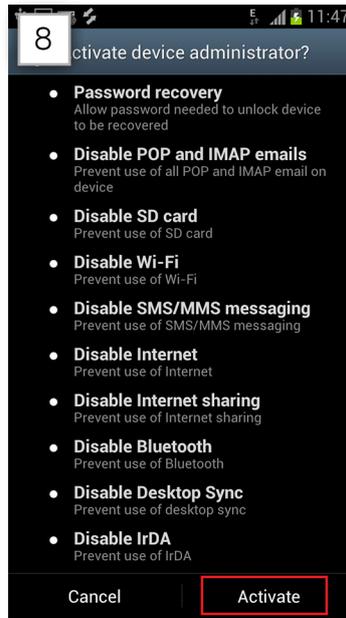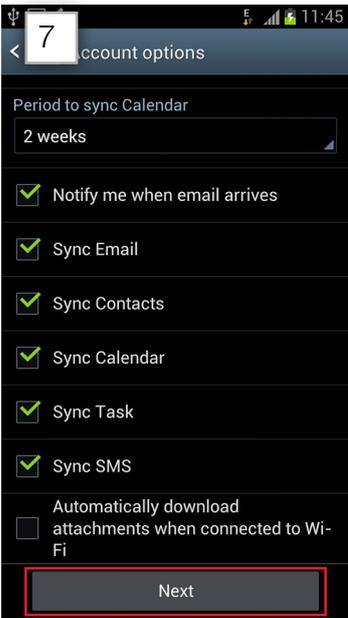
10. You will be asked to encrypt your memory card if it's possible on your device. Your device should be plugged to charger and battery should be above 80%.
11. When you tap "Encrypt device" you will be asked to select PIN code for encryption and then encryption method.
12. Please select "fast encryption". Your device will restart and encryption will start.
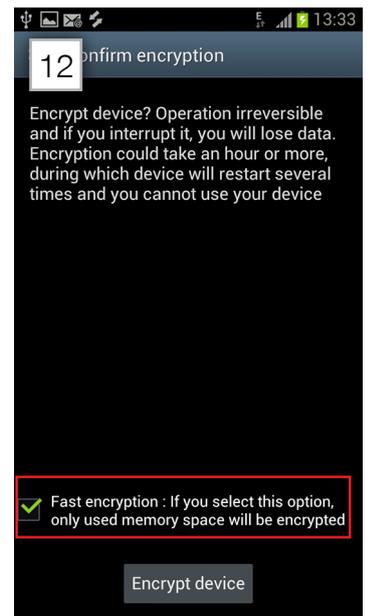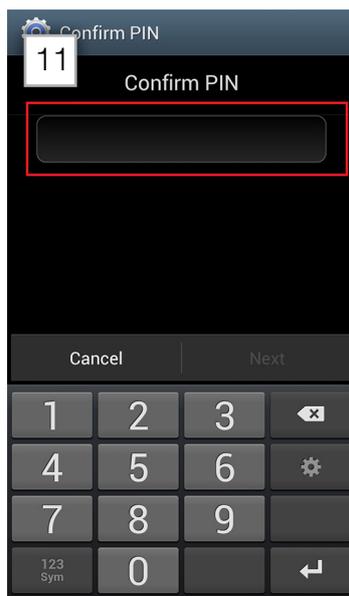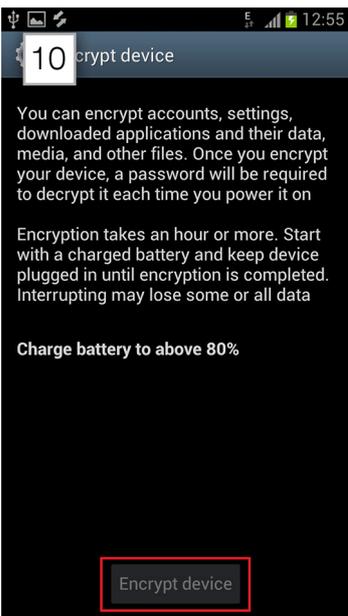
13. Click Email or Mail icon again. You will be asked to accept security update that is required for your new account.
14. Your Email and Calendar are now synchronized with Outlook.

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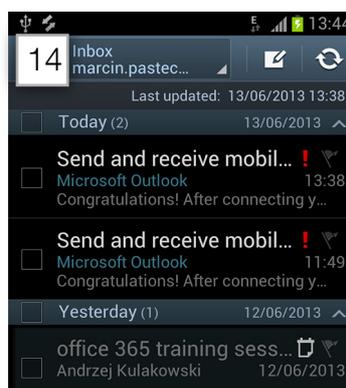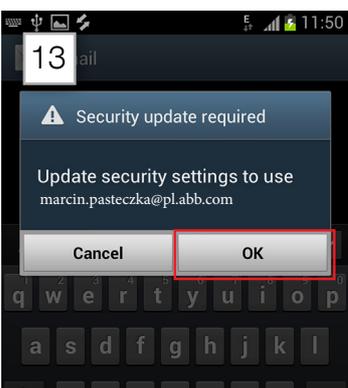
Lync setup

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.

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