# Office365 Email – Samsung Tablet

## Description

This documents describes the steps needed for a user to configure their Samsung galaxy Tablet to check UEL email and how to reconfigure their device once their account has been migrated to Office365.

## Samsung Galaxy Tablet – Configuring Office 365 Email

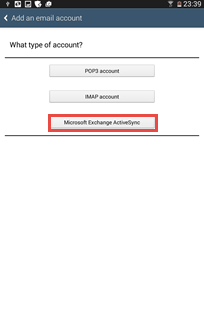
* Unlock tablet
* Select Email



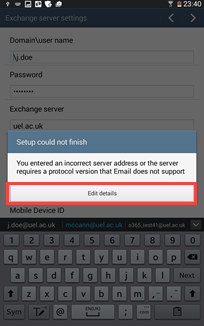
* Enter username i.e. [j.doe@uel.ac.uk](mailto:j.doe@uel.ac.uk)
* Enter Password
* Select Done



* Select Microsoft Exchange activeSync



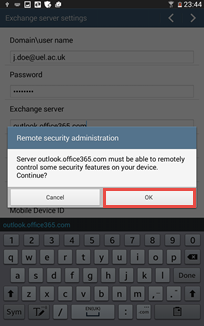
* Select Edit details



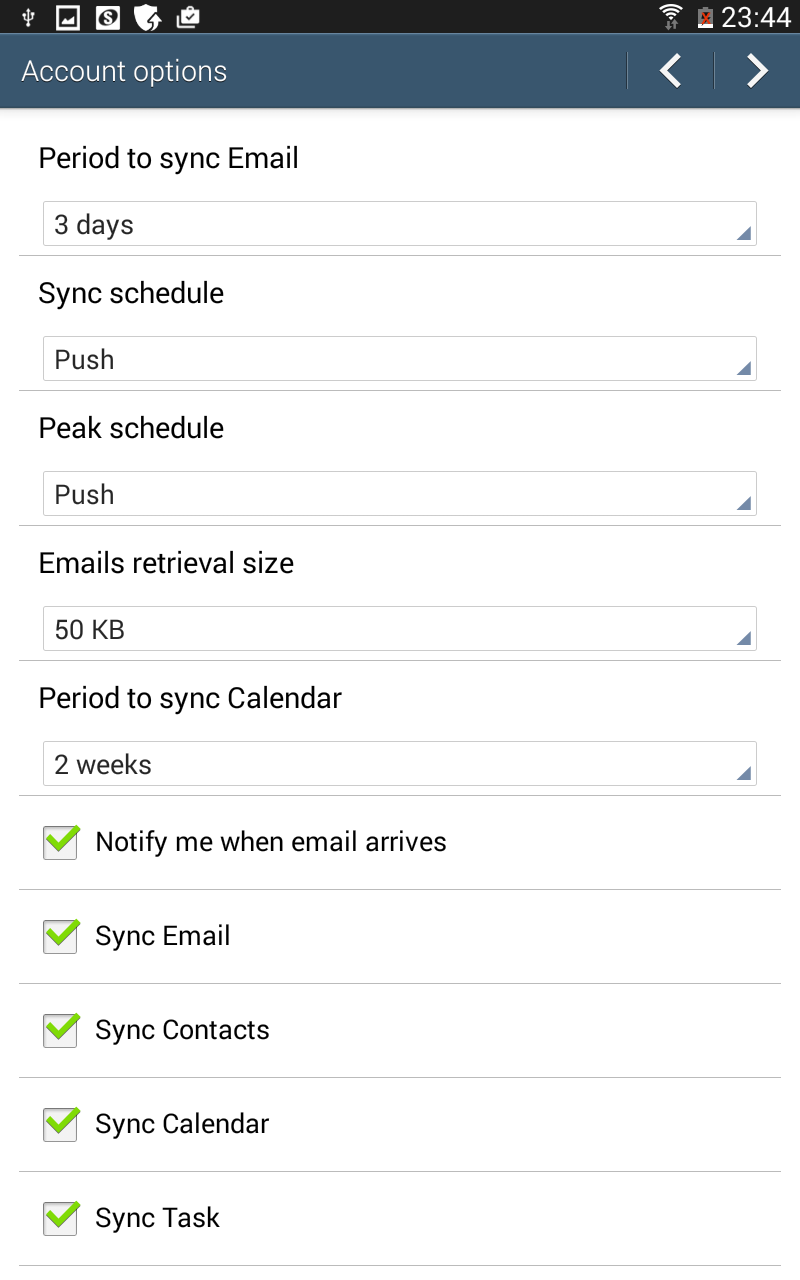
* Change user to [username@uel.ac.uk](mailto:username@uel.ac.uk) i.e. [j.doe@uel.ac.uk](mailto:j.doe@uel.ac.uk)
* Change Server to outlook.office365.com
* Click >



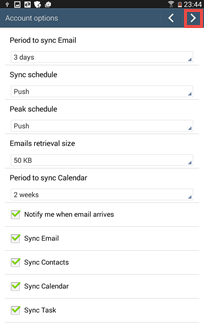
* Click Ok



* Click >



* Click Activate



* Click Done



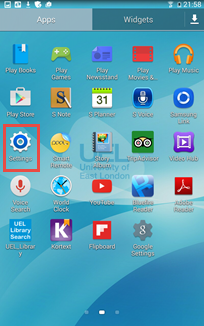
## Samsung Galaxy Tablet – Delete Email Account

Samsung Galaxy – reconfigure Email

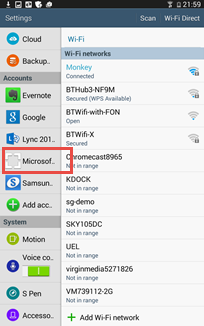
* Unlock tablet
* Select Apps Menu



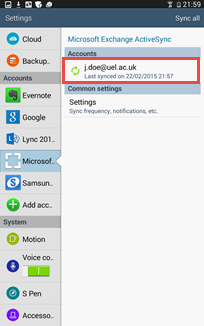
* Select Setting



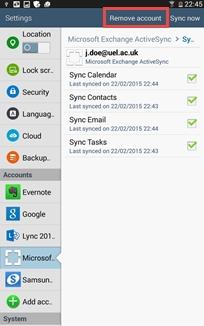
* Select Microsoft Exchange Activesync ( you may need to scroll down to find this)



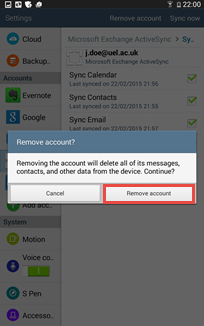
* Select Accounts



* Select remove account



* Click Remove Account to confirm deletion



* Follow the step outline in Samsung Galaxy Tab – Configure Office365 Email

It will take a few minutes for the reconfiguring to take effect.

## More Information

N/A

## Properties

**Affected Products: (Bold)**

Samsung Galaxy Tablets

**Written by:**

Ghaffar Khan

**Date Written:**

02/03/2015