

BBC Office 365 Email System - Android

For help on any of these directions, contact:

Office365@bbcchurch.org

Start **HERE**

You should first login to the system at the web address listed below. If it asks you to change your password, do so according to the instructions on passwords below. Once you are logged in, click on the **Outlook** button in the upper right. You may be asked to set the time zone for your account. Select the Eastern Time Zone.

If you did not have to change your password when you first logged in, now is the time to do so:

1. Click the small gear icon in the upper right of the screen and choose the last option **Office 365 Settings**.
2. On the left side, select **password**.
3. Enter your current **password** and choose a new password according the requirements below and enter it twice. You should write this password down 😊

You will now setup your email on all of your mobile devices and PCs. There are sections below for iOS devices, Apple Mail, Outlook 2010/2013, Windows 8, and a quick reference for Android and Windows Mobile.

You will receive your login information separately from this document.

Web access of the system:

To access your email on the web go to:

<http://mail.bbcchurch.org> or <http://portal.bbcchurch.org> (these both map to <http://portal.microsoftonline.com>, which you may also enter)

You must enter your full email address and password.

Passwords

Strong password are required by Office 365. Combine at least three of the following: uppercase letters, lowercase letters, numbers, and symbols.

Set up BBC Email on Android

To add the new BBC Email, add the account using a similar procedure to the iOS one above. Most modern Android devices have an Exchange email connection that they can use (it may be called Exchange Active Sync). In that case, you will follow the same flow as iOS for the most part.

If your device does not have Exchange capability, you will need to use IMAP or POP settings (see below).

Note – to use the new email system, you must use the built-in email app – you can no longer use the Gmail app.

Also available now is the OWA (Outlook Web App) from Microsoft – an Android app that will allow an app-centric access to the Office 365 system.

For a Samsung Galaxy S5:

To set up the Exchange Online mailbox on an android device, I suggest you try the following steps:

1. From the **Applications** menu, select **Email**. This application may be named **Mail** on some versions of Android.
2. Type your full email address, for example tony@contoso.com, and your password, and then select **Next**.
3. Select **Exchange account**. This option may be named Exchange ActiveSync on some versions of Android.
4. Enter the following account information and select **Next**.
 - **Domain\Username** Type your full email address in this box. If **Domain** and **Username** are separate text boxes in your version of Android, leave the **Domain** box empty and type your full email address in the **Username** box. Please note that on some versions of Android, you must use the domain\username format. For example, if your email address is tony@contoso.com, type contoso.com\tony@contoso.com. Your username is your full email address.
 - **Password** Use the password that you use to access your account.
1. **Exchange Server** Use the address of your Exchange server. If you're connecting to your Office 365 email, use **outlook.office365.com** for your server name. As soon as your phone verifies the server settings, the **Account Options** screen displays. The options available depend on the version of Android on your device. The options may include the following:
 - **Email checking frequency** The default value is Automatic (push). When you select this option, email messages will be sent to your phone as they arrive. We recommend only selecting this option if you have an unlimited data plan.
 - **Amount to synchronize** This is the amount of mail you want to keep on your mobile phone. You can choose from several length options, including One day, Three days, and One week.
 - **Notify me when email arrives** If you select this option, your mobile phone will notify you when you receive a new email message.
 - **Sync contacts from this account** If you select this option, your contacts will be synchronized between your phone and your account.
1. Select **Next** and then type a name for this account and the name you want displayed when you send e-mail to others. Select **Done** to complete the email setup and start using your account.