

## Android Users

With this migration, the district is recommending the use of the Microsoft Outlook client that is directly integrated with our Exchange server and hosts your email, contacts and calendar items all within one application.

### Install the Microsoft Outlook Application:

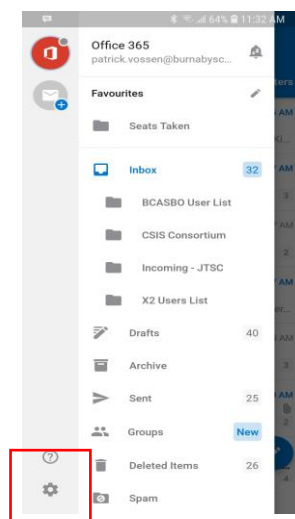
1. Download and Install the Microsoft Outlook Application via the Google Play Store
2. Open the application
  - a. **IMPORTANT.** Enter your email address in the following format: **eID@burnabyschools.ca** (where 'eID' is your network ID, e+employee#@burnabyschools.ca)
  - b. Enter your password
  - c. There will be a couple configuration questions to address and then it will take a few minutes to download your messages and contacts.

Your mail, contacts and calendar items are all available within this one application.

### If you already have the Microsoft client installed:

You will need to remove the existing exchange account and once that's done follow step 2 above to create the new account for office 365.

1. Removing the existing account is handled through the application Settings (the gear icon under the main menu)
2. Open the settings > click on your account > Select Delete Account
3. Follow Step 2 from above



### Native Client Settings:

To continue to use the native mail client, android users will need to follow these steps.

**Please note:** IT Services does not support staff personal devices so users should proceed both thoughtfully and then carefully when following these steps.

1. Open the native android email application
2. Open the Email Settings
  - a. In the Accounts section, click on the displayed user account
  - b. Select Remove at the upper right of the screen
  - c. On the next screen that opens select the Add New Account button at the bottom of the screen
  - d. **IMPORTANT.** Enter your email address in the following format: **eID@burnabyschools.ca** (where eID is your network ID e+employee number)
  - e. Enter your password
  - f. Select Account Type = Microsoft Exchange ActiveSync
  - g. Certificate Not Secure = Continue

**The first connection attempt will fail.... THIS IS EXPECTED.**

- h. In the Domain\username field  
Enter \eID@burnabyschools.ca address  
(\e13855@burnabyschools.ca for example)
- i. In the Exchange server field  
change burnabyschools.ca to **outlook.office365.com**
- j. Select DONE

The screenshot shows the 'EXCHANGE SERVER SETTINGS' screen. It is divided into two main sections: 'ACCOUNT' and 'SERVER SETTINGS'. The 'ACCOUNT' section contains three input fields: 'Email address' with the value 'e13855@burnabyschools.ca', 'Domain\username' with the value '\e13855@burnabyschools.ca', and 'Password' with masked characters. The 'SERVER SETTINGS' section contains an 'Exchange server' field with the value 'outlook.office365.com', a checked radio button for 'Use secure connection (SSL)', and an unchecked radio button for 'Use client certificate'. Below these is a 'CLIENT CERTIFICATES' button. At the bottom, there is a 'Phone ID' field with the value 'SEC1EE17B6F14775' and a 'DONE' button.

**Warnings that will display:**

- Apply Security Setting? = Apply
- Security warning = CONTINUE
- Device Administrator = Activate
- Remote security administration = OK