



BAU Email Configuration on Android OS

1. Go to **Settings** → **Account** → **Add New Account**
2. Enter your **email** address and **password**
3. Select Account Type “**Microsoft Exchange ActiveSync**”

ADD NEW ACCOUNT

nom108@student.bau.edu.lb

.....

Show password

MANUAL SETUP SIGN IN

6. In the Domain\username section type your email
7. Type **outlook.office365.com** in the Server Section

EXCHANGE SERVER SETTINGS

ACCOUNT

Email address
nom108@student.bau.edu.lb

Domain\username
nom108@student.bau.edu.lb

Password
.....

Show password

SERVER SETTINGS

Exchange server
outlook.office365.com

Use secure connection (SSL)

Use client certificate

CLIENT CERTIFICATE

SIGN IN

8. Click on **Activate**
9. Now you can see your inbox

DEVICE ADMINISTRATOR

Email

Server outlook.office365.com must be able to remotely control some security features on your device.

Activating administrator will allow Email to perform the following operations:

- **Erase all data**
Erase phone's data without warning, by performing factory data reset.
- **Set password rules**
Control the screen unlock password length and character restrictions
- **Monitor screen unlock attempts**
Monitor number of incorrect passwords entered when unlocking screen, and lock phone or erase all phone data if too many incorrect passwords are entered.
- **Lock the screen**
Control how and when the screen locks
- **Set screen unlock password expiration**
Control how frequently the screen unlock

CANCEL ACTIVATE