



Concordia Texas University

Information Technology Server Team

How to add Office 365 Email to an Android

The Personal Support Center is ready to assist you. We have agents available 24x7x365.

Email: CTXHelp@personalsupportcenter.com

Phone: (877) 497-5856

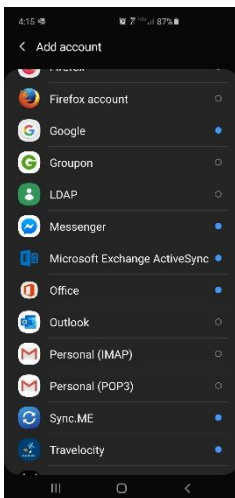


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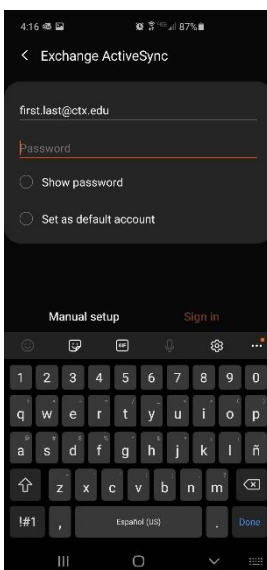
1. Locate your **Settings icon** within your Applications folder.



2. Within Settings, scroll down and select “Accounts and Backup”
3. Click on “Accounts”
4. Click on “Add Account”
5. Scroll down and Choose “Microsoft Exchange ActiveSync”



6. Enter your CTX Student email address and password



7. Click on Sign In



8. Select your preferred options to be synced on your mobile device and select Done

