



# Office 365 Mobile Setup

Microsoft Outlook app for Android instructions are provided as-is for personal phone or mobile device use. Carroll Hospital and Information Systems will not be held responsible for any configuration changes that may occur when setting up a Microsoft Office 365 account on Associates' personal devices. This app is recommended over the old instructions on page 2.

1. Open the Google **Play Store**, search for **Outlook**, see fig. 1 right:  
(pro tip: Microsoft OWA for Android is not the same thing!)
2. Tap **Install**, and **Accept** the access permissions
3. Once installed, open the app and tap **Get Started**



fig. 1

4. On the Add Account screen, tap **Office 365**
5. Enter your **username** followed by **@carrollhospitalcenter.org**, when you tap the password box, you will be forwarded to the hospital's sign-in page, enter your **username** and **password**, and tap "**sign-in.**" See fig. 2 below:



fig. 2 – after entering the full username and tapping on the password box (left), you will be redirected to the hospital's sign-in page (right)

6. When the "Activate phone administrator" screen opens, tap **Activate**.
7. Before Outlook app begins to synchronize your email or calendar, your phone must be **encrypted** and use a **PIN security lock**. You may need to consult the manufacturer's instructions for doing these settings.



The instructions below are older but still valid for email and calendar setup. They are more difficult to use than the standard Outlook app. It is not recommended to use the instructions on this page.

These instructions are provided as is for personal phone or mobile device use. Carroll Hospital and Information Systems will not be held responsible for any configuration changes that may occur when setting up a Microsoft Office 365 account on any Associate's personal phone or mobile device. Carroll Hospital Center and Information Systems cannot guarantee that these instructions will work for every Android-based phone or mobile device.

Note: Some wording may be different based the model of your Android phone or mobile device.

1. Go to **Settings, Accounts, Add account**
2. Select **Corporate**
  - a Choose "exchange" or "email" if Corporate is not available.
3. Enter your **full email address** and **password**
4. Tap on **Next**
5. Account setup:
  - a Domain\Username – this field must start with a **backslash \** and use your **full email address**  
\*\*If you were hired after Jan 1, 2013, use your Associate ID like an email address:  
**37123@carrollhospitalcenter.org**
  - b Server – **m.outlook.com**
  - c Tap on **Next**
6. If you a prompted with a Remote Security Administration message, tap OK. This is a setting that will provide you with security features in the event that your device is lost or stolen.
7. You will be prompted to Activate Device Administrator. This is a phone process that will keep the device secure and allow you to use the security features from Office 365

A screenshot of an Android application's "Account setup" screen. The screen is titled "Account setup" and has a yellow gear icon. It contains several input fields and checkboxes. The "Domain\Username" field contains "\jroenick@carrollhospitalcenter.org". The "Password" field is masked with dots. The "Server" field contains "m.outlook.com". There are two checkboxes: "Use secure connection (SSL)" which is checked, and "Accept all SSL certificates" which is unchecked. Below these is a "Client certificate" section with "None" selected and a "Select" button. The "Port" field contains "443". The "Mobile Device ID" field contains "androidc586782952". At the bottom, there are two buttons: "Previous" and "Next". The status bar at the top shows the time as 12:56 and a battery level of 46%.

The security settings that are in place have been selected by CHC Compliance and Security Officers to keep your device secure.