**O365 |** Configure **Android Built-in Email App**

Once your user name has been updated it may take up to 24 hours for it to take effect across all Office 365 (O365) services. After your account has been updated for each service (Outlook, Skype for Business, OneDrive for Business and other O365 apps) you will need to sign in to the service with the updated user name. Below are directions for changing your user name within the **Android built-in email app**.

Android mail apps may look different across different devices, and these directions may not exactly match the options you see. Use these steps as a guide or consult the manufacturer's help for your particular device.

Need to add an Office 365 account? [Jump to the Add Account section](#_Add_Account).

## User Name Change – Remove Old Account/User Name

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| --- | --- | --- |
| STEP | DESCRIPTION | Example |
| 1 | *Open* Email Inbox  *Tap* **More** (ellipses icon)  *Tap* **Settings** |  |
| 2 | *Tap* the name or address or your **account**  *Tap* **Remove account**  *Tap* **OK** when prompted  *Swipe* *down* the account setting options to Remove account  *Tap* **Remove account**  *Tap* **OK** when prompted |  |

## Add Account

|  |  |  |
| --- | --- | --- |
| STEP | DESCRIPTION | Example |
| 1 | *Tap* **Settings** tile  *Tap* **Accounts** | C:\Users\am5254ca\Downloads\Android Native\OneDrive_2017-03-03\Screenshot_2017-03-03-10-33-50.jpg C:\Users\am5254ca\Downloads\Android Native\OneDrive_2017-03-03\Screenshot_2017-03-03-10-34-53.jpg |
| 2 | *Tap* **Add account**  *Tap* **Email** | C:\Users\am5254ca\Downloads\Android\Android Native\OneDrive_2017-03-03\Screenshot_2017-03-03-10-47-03.jpg |
| 3 | *Tap* **Exchange** as mail provider | C:\Users\am5254ca\Downloads\Android\Android Native\OneDrive_2017-03-03\Screenshot_2017-03-03-10-48-06.jpg |
| 4 | In the email address field, *enter* your **primary** **email address**  *Enter* your StarID **password**  *Click* **Next**  In Domain\Username field*, enter* your **new user name**  **Employees**: StarID@minnstate.edu  **Student**: StarID@go.minnstate.edu  In Server field, *enter*: **outlook.office365.com**  *Scroll down*, tap **Next** |  |
| 5 | On Account Settings screen, *tap* **Next**  Optional: Keep the default account name or give it a new name.  *Click* **Next.**  Email app now contains your campus mail. | C:\Users\am5254ca\Downloads\Android\Android Native March 6\AndroidNative-AccountSetup3bottom.jpg C:\Users\am5254ca\Downloads\Android\Android Native\OneDrive_2017-03-03\Screenshot_2017-03-03-10-53-34.jpg |

The Android Contacts App

|  |  |  |
| --- | --- | --- |
| STEP | DESCRIPTION |  |
|  | View your contacts with the **default Contacts app on Android**. This allows you to easily see the name of a contact when you receive a call or text message from them, and view all of their contact information directly **in the default Contacts app**. | |
| 4 | *Tap* / open **Contacts** app | Image result for android contacts app icon |
| 5 | *Tap* **More** options (ellipsis icon)  *Tap* **Settings** | C:\Users\am5254ca\AppData\Local\Temp\SNAGHTMLbc2b1bf.PNG |
| 6 | *Tap* **Contacts to display** |  |
| 7 | The accounts you have configured on the device all display by default.  Control which contacts display in your Android Contacts app – change at any time. | C:\Users\am5254ca\AppData\Local\Temp\SNAGHTMLbcaeea0.PNG |