

Android Devices

Internet Connection Required



Using Remote Access from a mobile device requires internet connectivity.

Charges may apply to data usage if you are not connected to a Wireless Network (Wi-Fi).

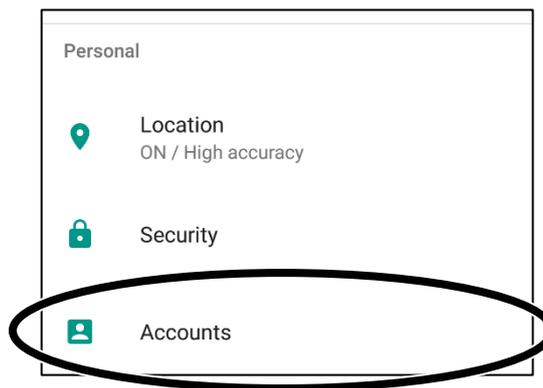
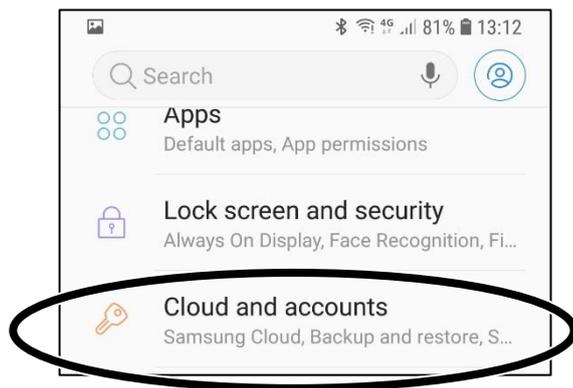
Please ensure you understand how your mobile provider charges you for internet access before proceeding.

This is especially important if you are planning on using Remote Access from outside the UK as "Roaming" data charges can be high.

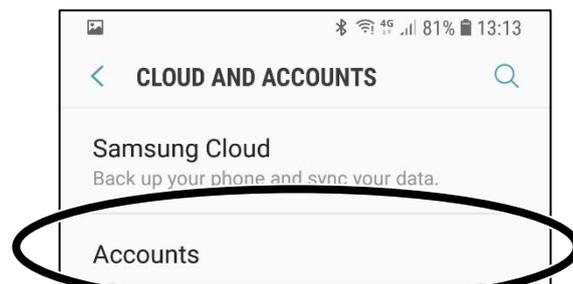
- 1) Make sure your device is connected to the Internet! – Either connect to Wi-Fi or turn on Mobile Data.
- 2) Tap "Settings":



- 3) Tap "Cloud and accounts" or "Accounts":



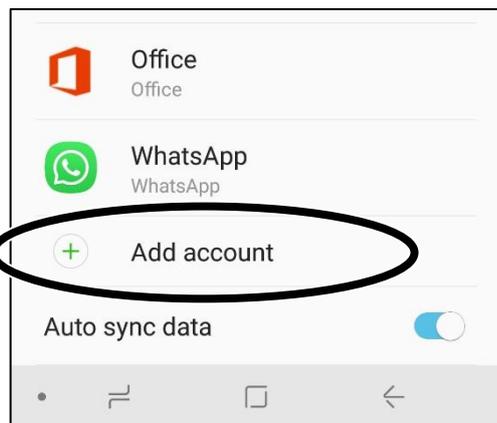
- 4) Depending on your device model you might see this screen – if you do, tap "Accounts":



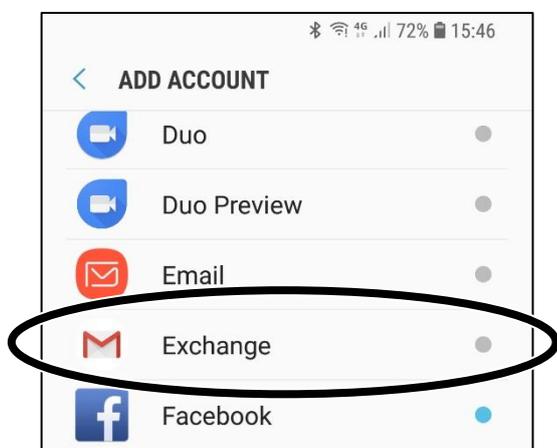
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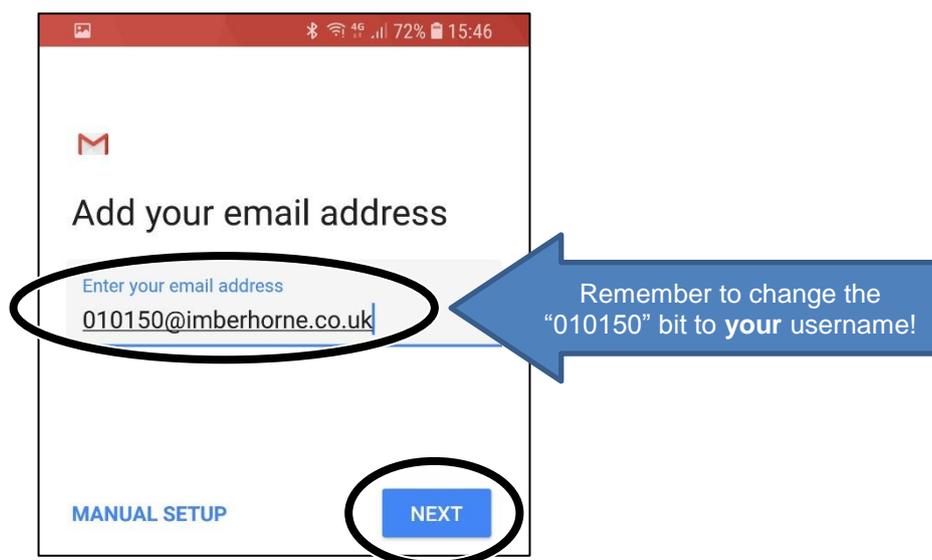
5) Scroll down and Tap “Add Account”:



6) Tap “Exchange”:



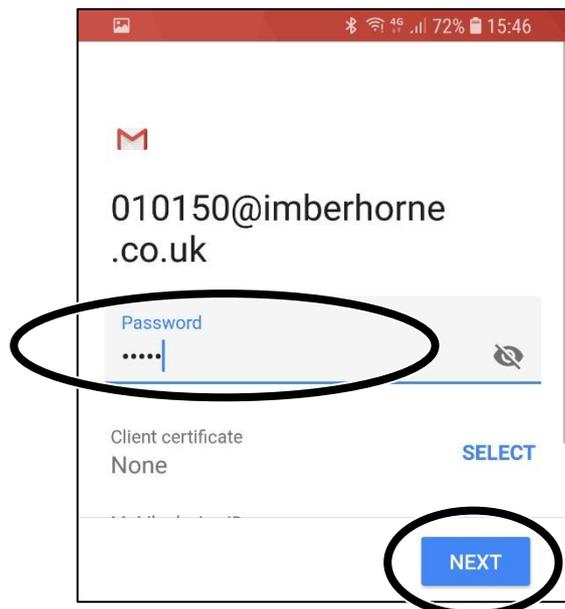
7) In the “Email address” field enter your school e-mail address, and then tap “Next”:



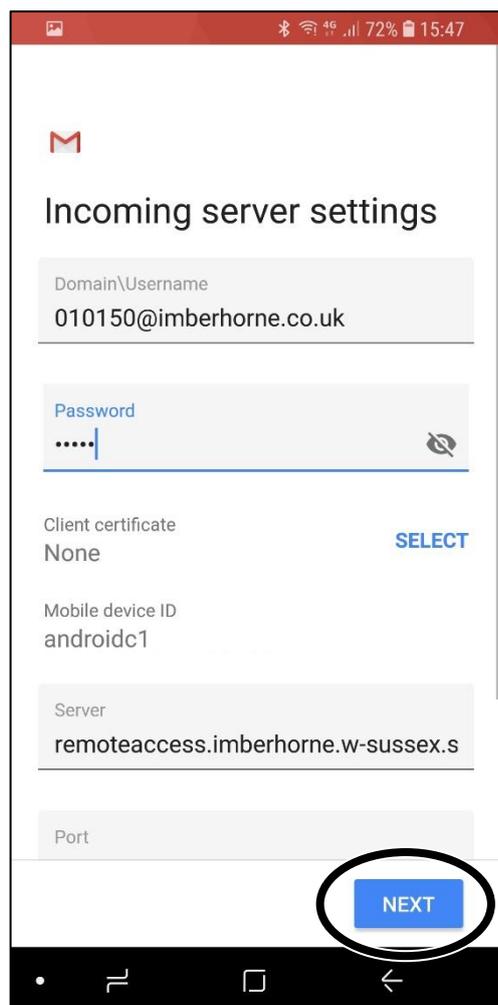
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8) In the “Password” field enter your school password, and then tap “Next”:



9) Your device will then fill in all the other boxes on its own – just tap “Next”:

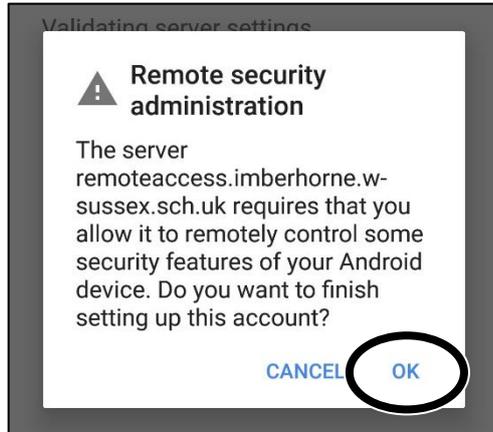


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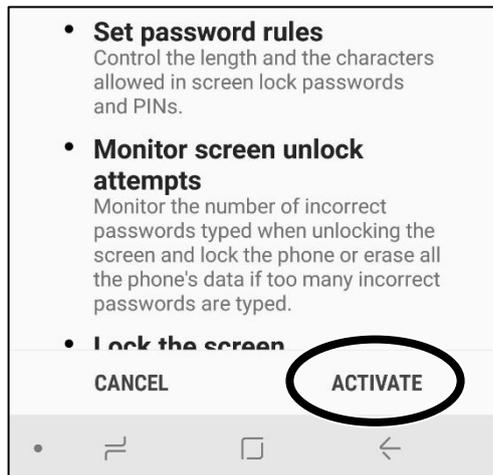
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10) Tap "OK":

(this allows you to wipe your device if you lose it by logging into Outlook Web Access)



11) Tap "Activate":



12) Tap "Next" and you're done!

