1. Open the Samsung Email app and tap **Add Account**

2. Tap Either Corporate or Microsoft Exchange ActiveSync.
3. Enter your campus email address; then tap Manual setup.

4. Select Exchange

5. Enter password (This is the same password as Webadvisor)
6. In the Username field, enter your Username using the following format: 
<username>@admin.ohlone.edu
For example, ssmith@admin.ohlone.edu
Please note that your username is not your email address. It is important that you use @admin.ohlone.edu

   In the **Server** Name field enter outlook.office365.com
7. Clock OK on the next screen to accept the security features

8. Accept the defaults on the next screens for Account options

9. Give the account a name:
For Additional Assistance

Contact the IT Service Desk at 510-659-7333