Office 365 Migration for Android Devices

Use these instructions to reconfigure your Android device once you have been migrated to Office 365 email and calendaring services.

Once you’ve been migrated, you will not be able to access your mailbox with Android device until you follow these steps.

Connect to the Outlook Web App
Confirm that your account has been migrated by logging into Outlook Web Access (OWA). If you can log in, continue with the instructions below.

Updating Your Android Device for use with Office 365

1. Select Applications
2. Select Mail
3. Select Exchange ActiveSync
4. Domain\Username: hms.harvard.edu\your primary email address. Typically, your full primary email address is first_last@hms.harvard.edu. Not sure what your primary email address is?
   a. Log into ecommons.med.harvard.edu
   b. Click Preferences
   c. Click Messaging
   d. Your primary email address appears under the "E-Mail Options" heading
5. Password: Your eCommons password
6. Server: m.outlook.com
7. Use secure connection: checked
8. Accept all SSL certificates: checked
9. Port: 443
10. Click Done.

Your Android device is now configured to connect to the Office 365 email system. View sample settings on the next page.
Sample Android Settings

Connect from Anywhere!
Make sure to try Outlook Web Access (OWA)!

- Drag and drop email attachments
- Looks and works the same from every browser
- Online archiving
- Quickly filter new messages

Find Out More about Outlook Web App for Office 365
Read about OWA’s new features and how to get started using OWA.

Questions? Call the IT Service Desk at 617-432-2000 or visit the HMS IT Web Site.