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SUPERHUB OFFICE 365 OUTLOOK FOR ANDROID BUILT-IN APP SETUP GUIDE

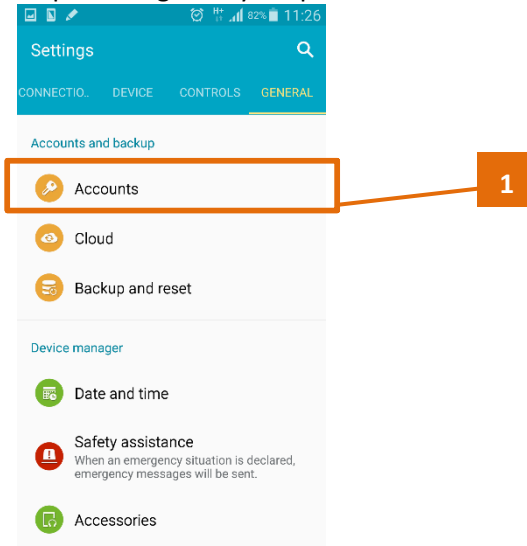
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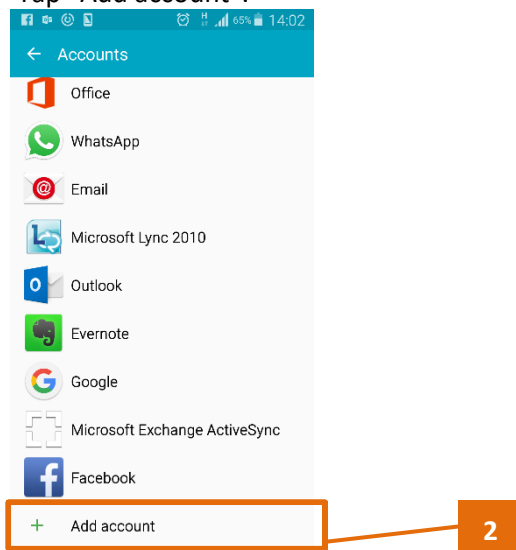
THE GUIDE IS TO DESCRIBE HOW TO SET UP OFFICE 365 USING Android BUILT IN APP.

1. Get Started

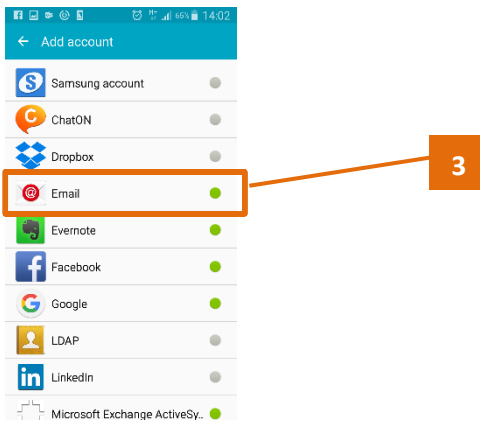
1. Tap “Settings” on your phone and select “Accounts”.



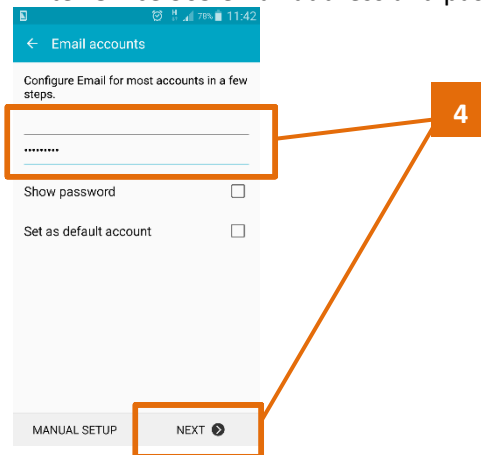
2. Tap “Add account”.



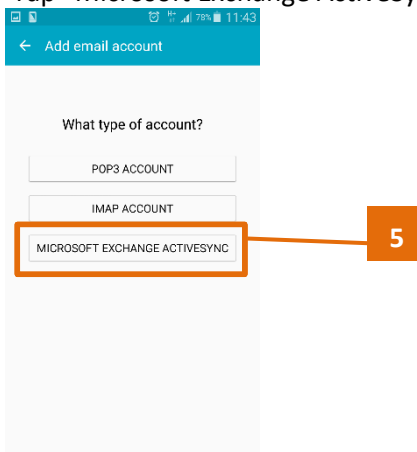
3. Choose “Email”.



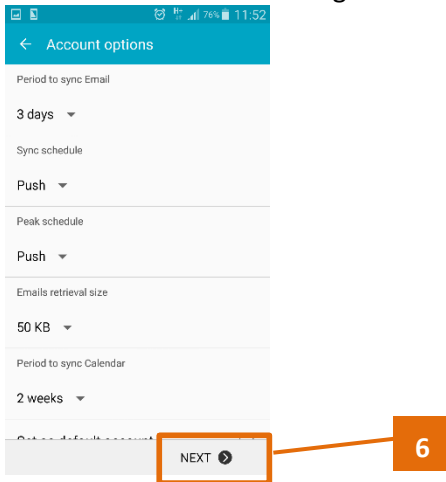
4. Enter Office 365 email address and password then tap “Next”.



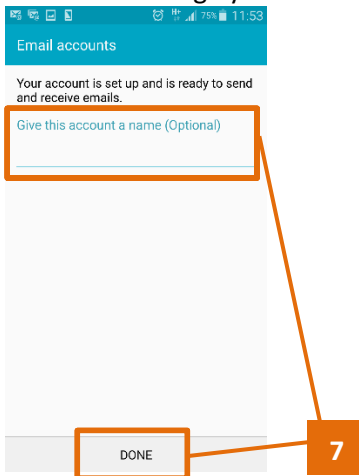
5. Tap “Microsoft Exchange ActiveSync”.



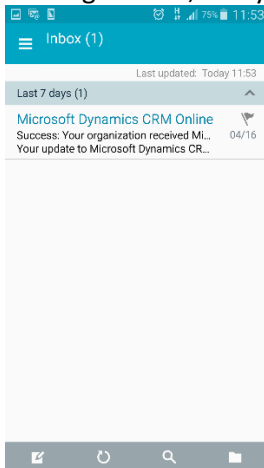
6. You could customize the account setting to sync your email, schedule and calendar and press “Next” after finished settings.



7. You could change your account name and tap “Done”.

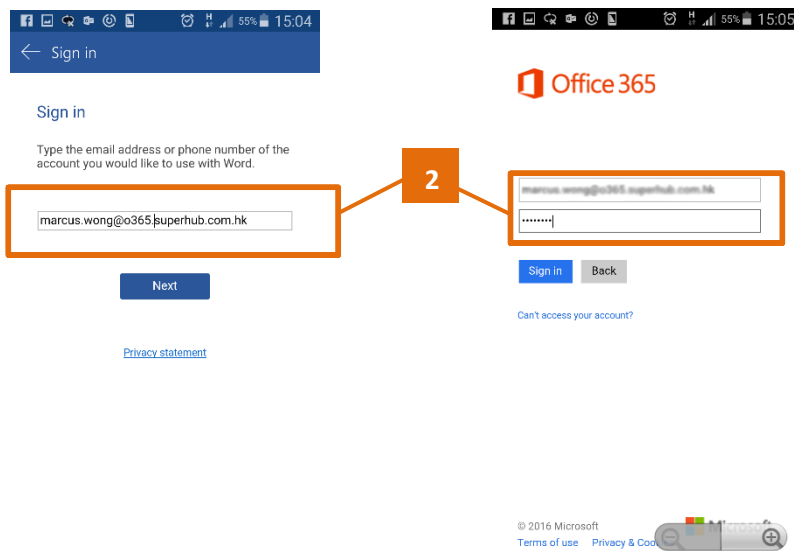


8. Setting is done, and you can enjoy the Office 365 email service now.

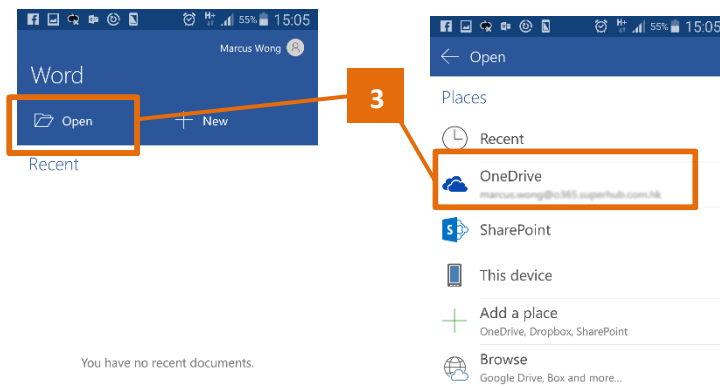


2. Set Up Office Apps

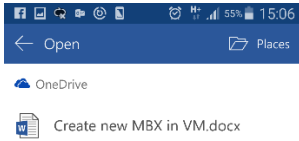
1. If you haven't installed any of the Microsoft Office apps on your Android mobile or tablet yet, please download from Play Store.
2. Once you download it, tap any Microsoft Office app. On the Sign in page, enter your Office365 email address and password, then tap "Sign in".



3. You can enjoy the Office apps service after finished the above steps. If you would like to open current word files in Office 365, tap "Open" and choose "One Drive".

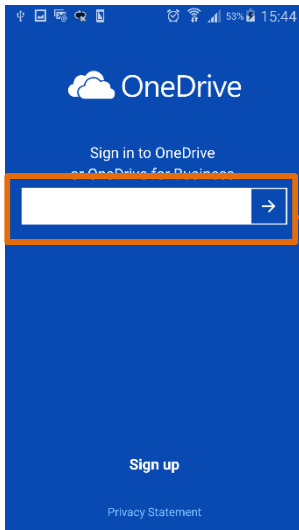


4. Your documents in Office 365 is already in the list. Tap any files you want.

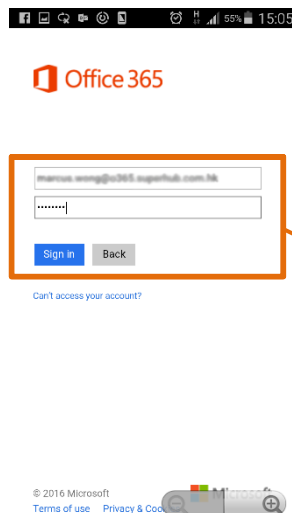


3. Set Up OneDrive

1. If you haven't installed OneDrive, download it from Play Store.
2. Enter your Office365 email address and tap the arrow next to the text box.
3. Enter your Office365 email address and password and tap "Sign In".

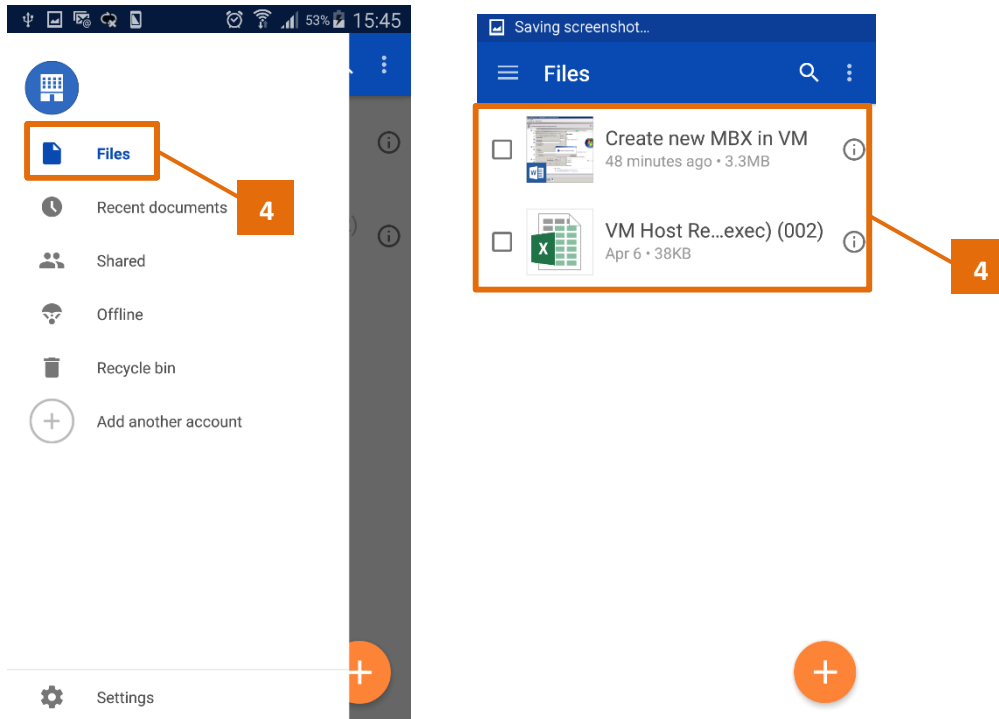


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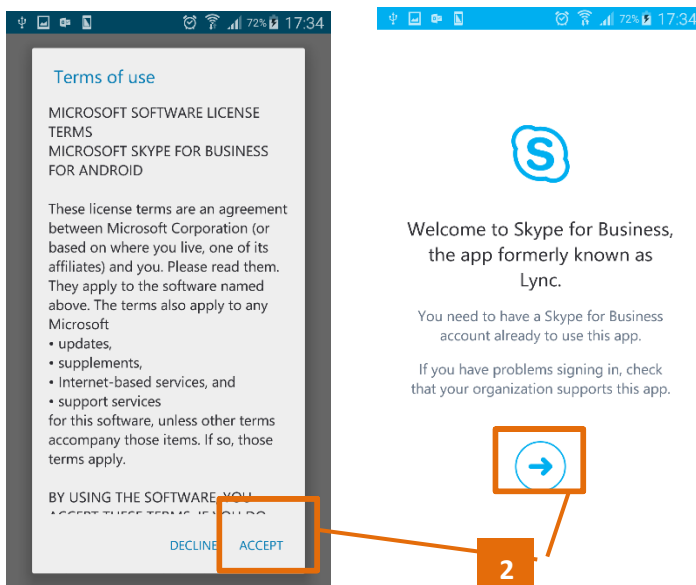
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4. All One Drive documents will be in “Files”

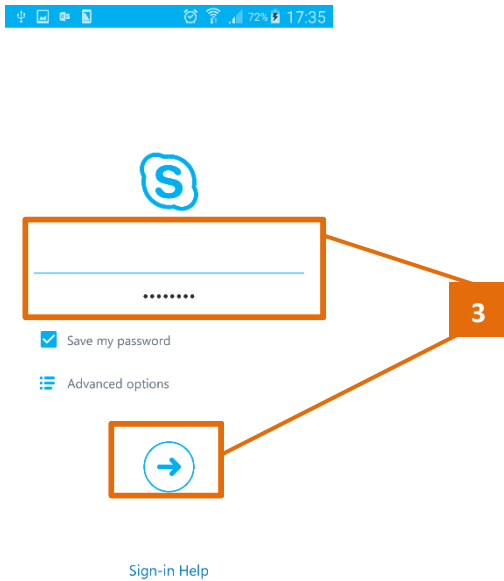


4. Set Up Skype for Business

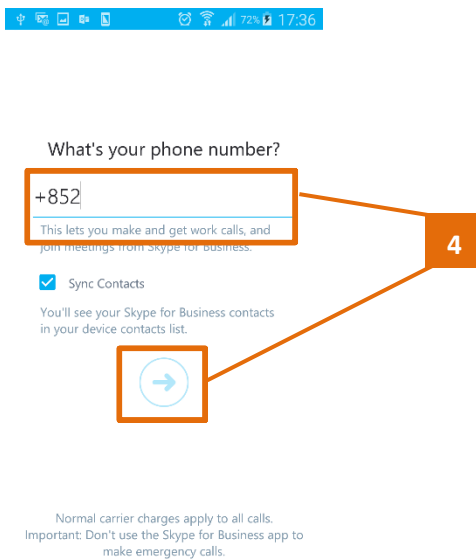
1. Please download “Skype for Business” on Play Store if you don’t have one.
2. Tap “Accept” after reading the Terms of Use and then tap “Next”.



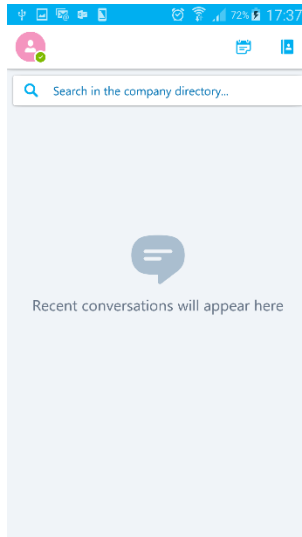
3. Enter your Office365 email address and password and tap “Sign In”.



4. Enter your mobile phone number and press the arrow.



5. Finished set up steps and you can now enjoy the experience to chat with others.



5. Get Help and Support

We are glad to assist you with any enquiry or issue on the setup and use of service. Please contact our Support team via email support@superhub.com.hk or via phone at +852 2353-1445.