How to add an email account to your android device

Navigate to the Settings application and select “Accounts and Backups”

Select “Accounts”
Scroll to the bottom of the next page and select “Add Account”

Select “Email”
Select “Office365”

Sign in using your VCOM email address and select “Next”

Microsoft

Sign in

sromano@vcom.edu

No account? Create one!

Can't access your account?

Sign-in options
The following page will appear please use your VCOM username and email password and select “Sign in”

E.g.
Username: sromano
Password: Email Password

Make sure your “Email Sync Schedule” is set to “Auto” and select “Done”

Congratulations you have successfully added your VCOM email address to your Android device!