



The John Roan School

The best in everyone™

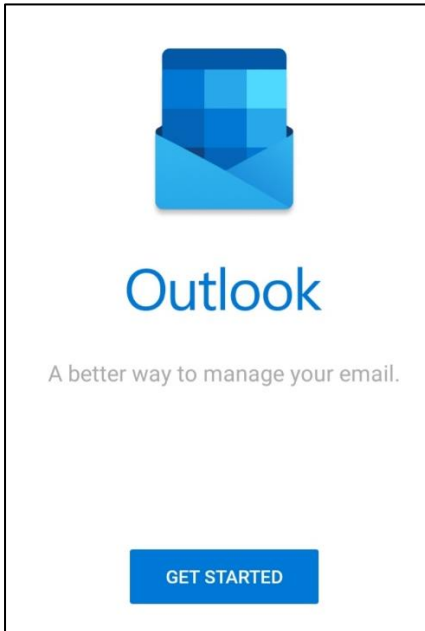
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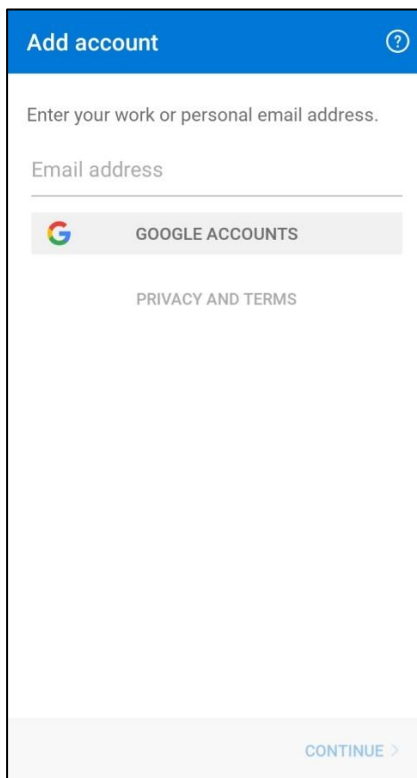
Setting Up Outlook with Your Office 365 Email on Your Android Device



1. Download and open the Outlook app.
2. Click on the button 'Get Started'.



3. Type your school email address and click on continue.





4. Enter your email password (same as your network password).

Office 365

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sheila.gonzalez@thejohnroanschool.org.uk

Enter password

Password

[Forgotten my password](#)

[Sign in with another account](#)

Sign in

Welcome to The John Roan School's Office 365

5. Activate the following:

Activate device administrator

Sheila.GONZALEZ@thejohnroanschool.org.uk requires Outlook to be activated as a device administrator to ensure security requirements are met for your account.

ACTIVATE

REMOVE ACCOUNT

Activate device admin app

Outlook Device Policy

Sheila.GONZALEZ@thejohnroanschool.org.uk requires Outlook to be activated as a device administrator to ensure security requirements are met for your account.

Activating this admin app will allow Outlook to perform the following actions:

- Set password rules**
Control the length and the characters allowed in screen lock passwords and PINs.
- Monitor screen unlock attempts**
Monitor the number of incorrect passwords typed when unlocking the screen and lock the phone or erase all the phone's data if too many incorrect passwords are typed.
- Lock the screen**
Control how and when the screen locks.
- Set storage encryption**
Require that stored app data be encrypted.

Cancel Uninstall **Activate**



6. The account is set up.

