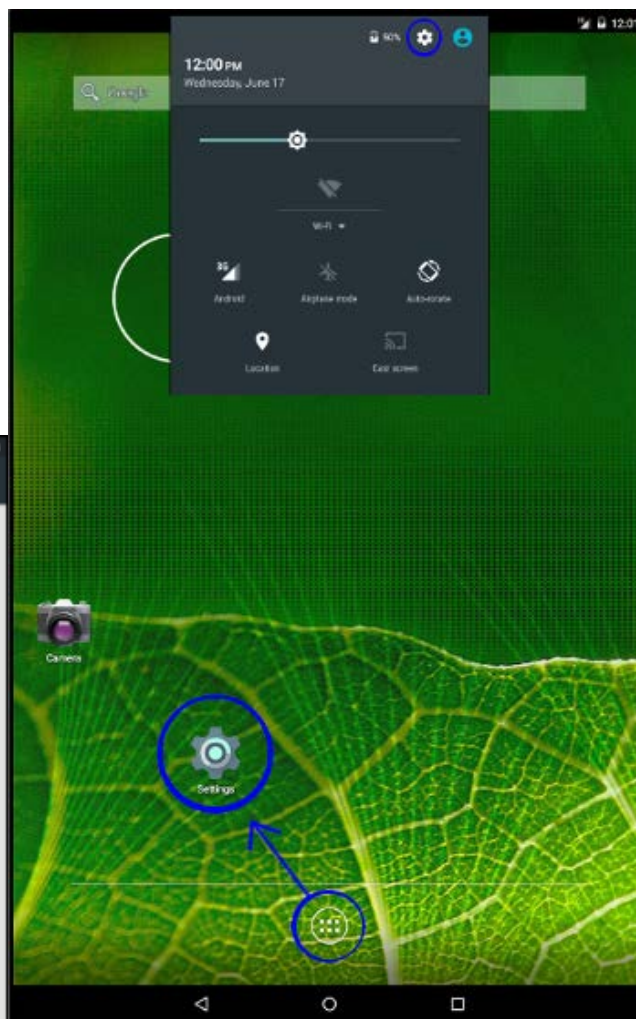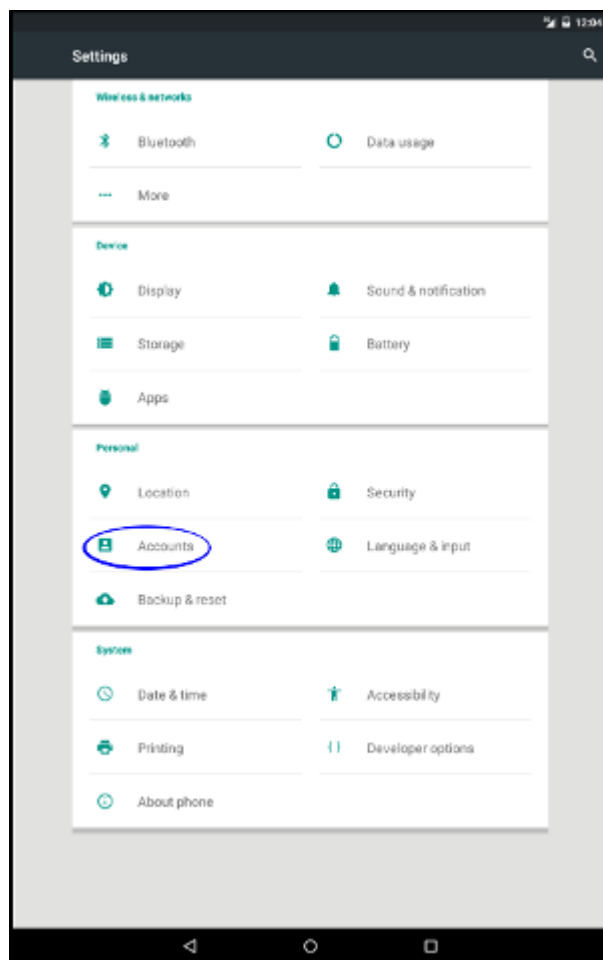# Changes – migrating from Exchange server (internal) to Office 365 (external)
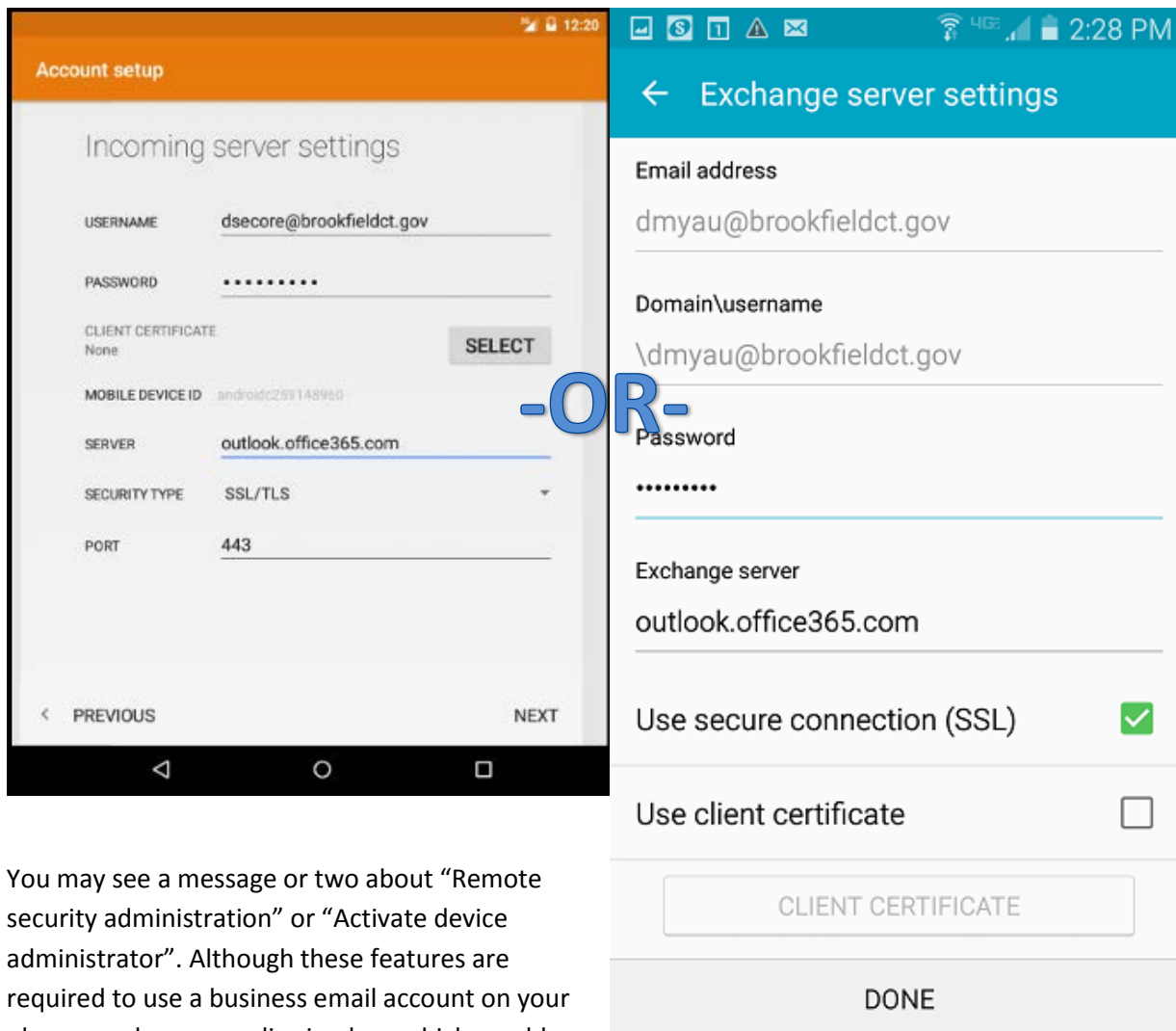
Android Phone / Tablet

The appearance and location of settings may vary slightly from device to device (e.g. Samsung Galaxy vs. HTC One), but the basic process is the same between different Android devices, and similar to iPhone/iPad configuration. Locate the Accounts section of your Settings menu (Settings is usually accessed through either your application list or the swipe-down menu at the top right of your notification bar).

From the Accounts screen, select your existing email account to update, or choose "Add Account" and select the "Exchange" account type. For an existing account, you need the Server Settings page, typically under an Advanced Settings option on the account's main page.

Changes – migrating from Exchange server (internal) to Office 365 (external)

Again, the settings screen may vary between devices, but the settings to verify are the Server address, as well as your Username (and Domain, if the device includes this setting). The Domain should be left blank if it is a separate field, or if the field is marked "Domain\username", just use your full email address. The Server should be "Outlook.Office365.com".

You may see a message or two about "Remote security administration" or "Activate device administrator". Although these features are required to use a business email account on your phone, we have no policy in place which would result in any of the mentioned security functions being used.