

Office 365 Email Setup on Android Phone

If you had been migrated to Office 365, please follow the instructions below to setup your NYGH email account on your Android phones.

1. Download Microsoft Outlook App from Google Play Store
2. Sign in to Microsoft Outlook App using the below information

- Email/User Name (Format: `username@nygh.on.ca`)

Email/User Name must be enter as
`username@nygh.on.ca`
(For example: If your user name is abcd,
you would enter abcd@nygh.on.ca)

- Your Email Password

3. You will be prompted to activate device administrator
4. Select **Activate** (This will encrypt your phone with a secure password.)
5. Select **Activate** again
6. When prompted, enter a complex **Device Passcode** (In compliance with NYGH Password Policy, your passcodes must be minimum 8 characters long, with at least 1 letter, 1 number, and 1 symbol.)

Once you finish entering a password, you will be able to see your NYGH email on your phone.