

# ANDROID SETUP

The following steps serve as a guideline to set up Microsoft Exchange email on an Android:

1. If an existing Microsoft Exchange account exists on the device, delete the existing account.
  - Go to **Applications > Email**.
  - The Email screen will open. Bring up the Settings menu and tap **Accounts**.
  - The Accounts screen will open. Press and hold the Exchange account until the **Menu** window opens.
  - Select **Remove Account**.
  - Confirm the deletion by tapping either **OK** or **Remove Account**.
2. From the **Applications** menu, select **Email**. This application may be named **Mail** on some versions of Android.
3. Type your *full email address*, for example, *tony@contoso.com*, and your *password*, and then select **Next**.
4. Select **Exchange account**. This option may be named **Exchange ActiveSync** on some versions of Android.
5. Enter the following account information, and then select **Next**:
  - **Domain\Username**: Type your *full email address* in this box.
  - If **Domain** and **Username** are separate boxes in your version of Android, leave the **Domain** box empty, and type your *full email address* in the **Username** box.

**NOTE** On some versions of Android, you must use the domain\username format. For example, if your email address is [exotest@uakron.edu](mailto:exotest@uakron.edu), type: *uakron.edu\exotest@uakron.edu*. Your user name is your full email address.

  - **Password**: Type the *password* that you use to access your account.
  - **Exchange Server**: Type the *address* of your Exchange server. If you're connecting to your Office 365 email, use **outlook.office365.com** for your server name.
6. As soon as your phone verifies the server settings, the **Account Options** screen opens. The options available depend on your version of Android and may include the following:
  - **Email checking frequency**: The default setting is Automatic (push). When you select this option, email messages are sent to your phone as they arrive. *We recommend selecting this option only if you have an unlimited data plan.*
  - **Amount to synchronize**: This is the amount of mail you want to keep on your mobile phone. You can choose from several retention options, including One day, Three days, and One week.

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- **Notify me when email arrives:** If you select this option, your mobile phone notifies you when you receive a new email message.
  - **Sync contacts from this account:** If you select this option, your contacts are synchronized between your phone and your account.
7. Select **Next**, and then type a *name* for this account and the name you want displayed when you send email.
  8. Select **Done** to complete the email setup and start using your account.

**NOTE** You may need to wait 10-to-15 minutes after you set up your account before you can send or receive email.