

# How to Setup Microsoft Exchange email on an Android device:

1. From the **Applications** menu, select **Email**. This application may be named **Mail** on some versions of Android.
2. Type your full email address, for example firstname.lastname@imperial.edu, and your password, and then select **Next**.
3. Select **Exchange account**. This option may be named Exchange ActiveSync on some versions of Android.
4. Enter the following account information and select **Next**.

- **Domain\Username** Type your full email address in this box. If **Domain** and **Username** are separate text boxes in your version of Android, leave the **Domain** box empty and type your full email address in the **Username** box.

**NOTE** If you have issues with the above, your phone may be on an older version of Android that requires you to use the domain\username format. In this case, try typing `imperial.edu\firstname.lastname@imperial.edu` instead. Your username is your full email address.

- **Password** Use the password that you use to access your account.
- **Exchange Server** Use the address of your Exchange server.
  - You should use **outlook.office365.com** as your Exchange Server name.

5. As soon as your phone verifies the server settings, the **Account Options** screen displays. The options available depend on the version of Android on your device. The options may include the following:

Exchange server settings

Domain\username  
imperial.edu\jeff.enz@imperial.edu

Password  
.....

Exchange server  
outlook.office365.com

Use secure connection (SSL)

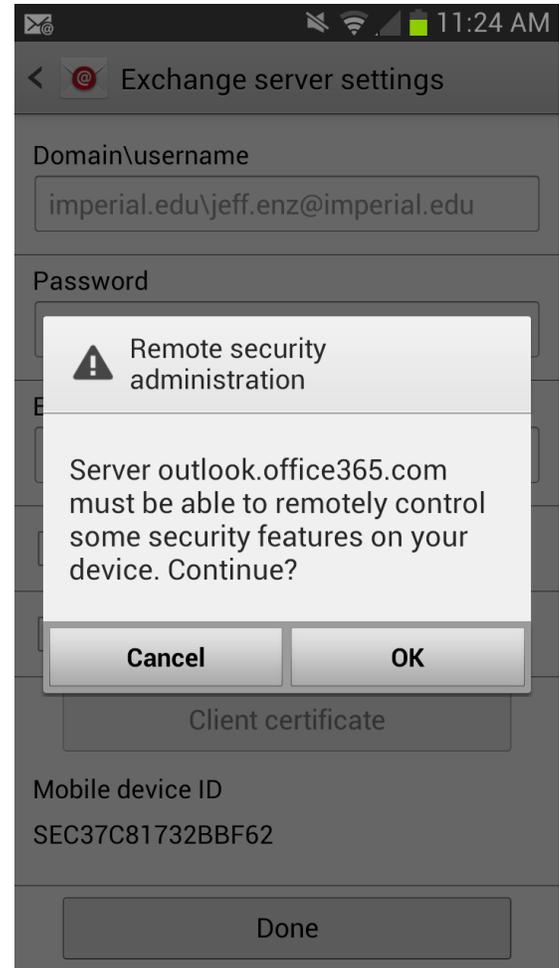
Use client certificate

Client certificate

Mobile device ID  
SEC37C81732BBF62

Done

- **Email checking frequency** The default value is Automatic (push). When you select this option, email messages will be sent to your phone as they arrive. We recommend only selecting this option 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 length options, including One day, Three days, and One week.
  - **Notify me when email arrives** If you select this option, your mobile phone will notify you when you receive a new email message.
  - **Sync contacts from this account** If you select this option, your contacts will be synchronized between your phone and your account.
6. Select **Next** and then type a descriptive name for this account (e.g. IVC Email) and the name you want displayed when you send e-mail to others. Select **Done** to complete the email setup and start using your account. If you see a message like the one displayed in the image to the right, then please tap **OK**.



**NOTE** You may need to wait ten-to-fifteen minutes after you set up your account before you can send or receive e-mail.