

# Set up Microsoft Exchange email on an Android

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, *tony@contoso.com*, 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 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 *tony@contoso.com*, type *contoso.com\tony@contoso.com*. 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.
5. 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.

**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.

6. Select **Next**, and then type a *name* for this account and the name you want displayed when you send email. 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.