

Set Up Exchange E-Mail on an Android Mobile Phone

- From the **Applications** menu, select **Email**. This application may be named **Mail** on some versions of Android.
- Type your full e-mail address, for example john.smith@tulsacc.edu, and your password, and then select **Next**.
- Select Exchange account. This option may be named Exchange ActiveSync on some versions of Android.
- Enter the following account information and select **Next**.
 - **Domain\Username** Type your full e-mail 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 e-mail address in the **Username** box.
 - **Password** Use the password that you use to access your account.
 - **Exchange Server** Replace 'tulsacc.edu' with 'm.outlook.com'
- 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:
 - **Email checking frequency:** The default value is Automatic (push). When you select this option, e-mail 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 e-mail message.
 - **Sync contacts from this account:** If you select this option, your contacts will be synchronized between your phone and your account.
- Select **Next** and then type a name for this account and the name you want displayed when you send e-mail to others. Select **Done** to complete the e-mail setup and start using your account.

