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.
   - 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.

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

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.
o **Notify me when email arrives:** If you select this option, your mobile phone notifies you when you receive a new email message.

o **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.