Set Up Exchange E-Mail on an Android Mobile Phone

Applies to: *Office 365 for professionals and small businesses, Office 365 for enterprises, Microsoft Exchange, Live@edu*

*You will first need to **remove** your current **Microsoft Exchange/Corporate Sync** account. From the **Applications** menu, select **Accounts/Email**. Select your current GCS account and from the **options** menu, **remove/delete** account.

You can set up e-mail using an Exchange account on an Android mobile phone. If you have a different phone, see **Mobile Phone Setup Reference**. If you are having trouble connecting your device after following these steps, see "What else to I need to know?" at the end of this Help topic.

How do I set up Exchange ActiveSync on an Android mobile phone?

1. From the **Applications** menu, select **Email**. This application may be named **Mail** on some versions of Android.
2. Type your full e-mail 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 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.

Note:

On some versions of Android, you need to use the domain\username format. For example, if your e-mail address is tony@contoso.com, type contoso.com\tony@contoso.com. Your username is your full e-mail address.

   - **Password** - Use the password that you use to access your account.
   - **Exchange Server** - Use the address of your Exchange server. For Guilford County Schools: outlook.office365.com

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:

- **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.
- **Uncheck the Sync SMS** option. If you leave this checked, you will receive an email every time you receive a text message.

6. 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.

Information provided from http://help.outlook.com