

How to set up Microsoft Exchange email on an Android device

- 1. On the Smart Phone device, look for and select **Settings Accounts and Sync Add Account.**
- 2. Choose any of these you may find (depending on the device, the choices will differ): **Corporate** or **Microsoft Exchange** or **Active Sync**.
- 3. Type your full email address, for example tony@contoso.com, and your password, and then click on **Next**.

NOTE: If the account does not automatically configure, you will need to select [Manual setup].

The next Exchange configuration screen displays

▲ 🖬 📾 📟 45 📶 47% 🖣 10:04 PM < 🎯 Add an Exchange account
Configure exchange account in a few steps.
Email address goes here
Password goes here
Show password
Send email from this account by default
Manual setup Next
q w e r t y u i o p
a s d f g h j k l
🕇 z x c v b n m 💌
123 Sym 🖹 , ⊑∎ Done

 For the Domain\Username you will need to 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.

Android Exchange Setup Guide



- 5. Type in your **Password**: Use the password that you use to access your account.
- 6. Type in the Exchange Server: Use mail.h02.fusionemail.net for your server name
- 7. Put a **check** in the use **SSL** box if it is available
- 8. Click on Next

💶 🖪 💩 📟 🛛 📫	🖁 📶 46% 📒 10:05 PM
< 🧕 Exchange serv	er settings
Domain\username	
Password	
Password	
Exchange server	
Use secure conne	ction (SSL)
@ ' ! ? ,	
q ¹ w ² e ³ r ⁴ t ⁵ y	⁶ u i o p
a s d f g	ĥ j k l
	b n m 💌
123 Sym 9 @ EN(US)	.com Next

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:

Android Exchange Setup Guide



< 🧕 Account options
2 weeks
Send email from this account by default
Notify me when email arrives
Sync Email
Sync Contacts
Sync Calendar
Sync Task
Sync SMS
Automatically download attachments when connected to Wi- Fi
Next

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.



9. 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 email setup and start using your account.

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