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

1. From the **Apps** menu, select **Email** then **Corporate** if applicable. This application may be named **Mail** on some versions of Android.
2. Select **Others** if applicable.
3. Type your full e-mail address, for example username@students.sharylandisd.org then enter computer password. Click **Next** for Auto-Configuration. If Auto Configuration fails then proceed to **Manual Setup – Step 5**
4. Select **Exchange account**. This option may be named **Exchange ActiveSync** on some versions of Android.
5. **Manual Setup:** 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 email or computer account.
   - **Exchange Server is** m.outlook.com If it fails then try outlook.office365.com
   - **Note: On some versions of Android you may need to use the domain\username format. For example students.sharylandisd.org\username@students.sharylandisd.org**
6. 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.
7. Select **Next** and then type a name for this account. Select **Done** to complete the e-mail setup and start using your account.

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5