

Set up Exchange on an Android phone or tablet

You can connect to your Office 365 or other Exchange-based email on an Android phone or tablet. When you set up an Exchange account on your Android, you'll be able to access and synchronize your email, calendar, and contacts.

Follow these steps to setup Microsoft Exchange email on your Android device

1. From the **Applications** menu, select **Email**. This app may be named **Mail** on some versions of Android.
2. Type your full email address (e.g. *john@smith.com*), and your password, and then select **Next**.
3. Select **Exchange account**. This option may be named Exchange ActiveSync on some versions.
4. Enter the following account information and select **Next**.
 - **Domain\Username** 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.
****NOTE**** On some versions of Android, you must use the domain\username format. For example, if your email address is john@smith.com, type smith.com\john@smith.com. Your username is your full email address.
 - **Password** Use the password that you use to access your account.
 - **Exchange Server** Use the address of your Exchange server. If you're connecting to your Office 365 email, use **outlook.office365.com** for your server name. If you are not using Office 365, see 'Find your Exchange server name' on the second page of this guide.
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, 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.
6. Select **Next** and then type a name for this account and the name you want displayed when you send email 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 email.

Find your Exchange server name

If your email program isn't able to automatically find your Exchange ActiveSync server name, you may need to look it up.

- If you're connecting to your Office 365 email, use **outlook.office365.com** as your Exchange ActiveSync server name.
 - If you're connecting to an Exchange mailbox and aren't using Office 365, or if you aren't sure if you're using Office 365, follow these steps to look up your Exchange ActiveSync server name.
1. Sign in to your account using Outlook Web App. For help signing in, see Sign in to Outlook Web App.
 2. If you're connecting to an Exchange mailbox, but aren't using Office 365, your Exchange ActiveSync server name is contained in the address bar in your browser when you are signed in to Outlook Web app, but without the leading **https://** and without the trailing **/owa**. For example, if the address you use to access Outlook Web App is `https://mail.smith.com/owa`, your Exchange ActiveSync server name is **mail.smith.com**.
 3. If you're unable to connect to your mailbox using the information earlier in this section, you can try using the server name value that you can view in Outlook Web App options.
 - In Outlook Web App, your on the toolbar, click Settings **Settings icon > Options > Account > My account > Settings for POP and IMAP access**.
- **NOTE**** Although you're not setting up a POP3 account, you will use this value to determine your Exchange ActiveSync server name.
- Under **POP setting**, look at the value for **Server name**.

If the **Server name** value is **outlook.office365.com**, your account is an Office 365 work or school account, and you can use **outlook.office365.com** as your Exchange server name.

If the **Server name** value is not **outlook.office365.com**, you can try using the server name listed on your options page. For example if the server name is `mail.smith.com`, try using `mail.smith.com` as your Exchange server name.