Set up Microsoft Exchange email on an Android Device

1. From the Applications menu, select Email. This application may be named Mail on some versions of Android. Choose Corporate account.

2. Type your full email address, for example smithg@durhamtech.edu, and your webadvisor password, and then select Next.

3. Select Exchange account. This option may be named Exchange ActiveSync on some versions of Android.

4. Enter your account information and select Next.
   - **Domain\Username:** Type durhamtech.edu\webadvisor_username in this box. If Domain and Username are separate text boxes in your version of Android, enter durhamtech.edu into the domain box and your webadvisor username in the username field
   - **Password** = your webadvisor password
   - **Exchange server:** Enter exchange.durhamtech.edu
   - **Use secure connection (SSL):** Check this box
   - Click “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.

Select Next

Enter a name for this account, Then select “Next” to complete the email setup and start using your account.

NOTE    You may need to wait a few minutes for your account to synchronize after you set up your account before you will see all of your mail.

You will use the mail app to access you e-mail, Calendar items will be merged onto your Calendar application. Tasks will appear in your Calendar application. If you chose to synchronize your contacts they will appear in your devices address book.