Set up Exchange email on an Apple iPhone, iPad, or iPod Touch

1. If this is the first email account on your iPhone, tap **Mail**. Otherwise, tap **Settings** > **Mail, Contacts, Calendars** > **Add Account.**
2. Tap **Settings** > **Mail, Contacts, Calendars** > **Add Account.**
3. Tap **Microsoft Exchange.**
4. You don't need to type anything in the **Domain** box. Type the information requested in the **Email, Username,** and **Password** boxes. You need to type your full email address in the **Email** and **Username** boxes (for example, jane.doe@mail.alfredadler.edu).
5. Tap **Next** on the upper-right corner of the screen. Your mail program will try to find the settings it needs to set up your account. Go to step 8 if your mail program finds your settings.
6. If your iPhone can't find your settings, you'll need to manually look up your Exchange ActiveSync server name. If you're connected to your Office 365 email, use **outlook.office365.com** for your server name. If you are not using Office 365, use the interest to search for *Find your ActiveSynce server name.*
7. In the **Server** box, enter your server name, and then tap **Next.**
8. Choose the type of information you want to synchronize between your account and your device, and then touch **Save**. By default, Mail, Contacts, and Calendar information are synchonized.
9. If you are prompted to create a passcode, tap **Continue** and type a numeric passcode. If you don't set up a passcode, you can't view your email account on your iPhone. You can set up a passcode later in your iPhone settings.

Set up Microsoft Exchange email on an Android

1. From the **Applications** menu, select **Email.** This application may be named **Mail** on some versions of Android.
2. Type your full email address, for example jane.doe@mail.alfredadler.edu, and your password, and then select **Next.**
3. Select **Exchange account.** This option maybe be named Exchange ActiveSync on some versions of Android.
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 doman\username format. For examplie, if your email address is jane.doe@mail.alfredadler.edu, type alfredadler.edu\jane.doe@mail.alfredadler.edu. 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, use the interest to search for *Find your ActiveSynce server name.*
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 e-mail to others. Select **Done** to complete the email setup and start using your account.