

Setting Up Exchange Email On Apple Products

- 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 internet to search for Find your ActiveSync 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 synchronized.
- 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.

Setting Up Exchange Email On 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.

Questions? [Contact O365Support@alfredadler.edu](mailto:O365Support@alfredadler.edu)

Information retrieved from support.office.com