Set Up Microsoft Exchange E-Mail on an Android

How do I set up Microsoft Exchange e-mail 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 e-mail address, for example (**firstname.lastname@bchs.edu**), and your password, and then select **Next**.
3. Select **Exchange account**. This option may be named Exchange ActiveSync on some versions of Android.
4. Enter the following account information and select **Next**.
   1. **Domain\Username**   Example (**\s12345@bchs.edu**). If **Domain** and **Username** are separate text boxes in your version of Android, leave the **Domain** box empty and type your full **student#** in the **Username** (**\s12345@bchs.edu**) box.
   2. **Password**   Use the password that you use to access your account.
   3. **Exchange Server**   **m.outlook.com** ** If **m.outlook.com** does not work follow "Finding the Server Name" instructions below to get servername.
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.
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 e-mail setup and start using your account.

> **Tip:**
>
> You may need to wait ten-to-fifteen minutes after you set up your account before you can send or receive e-mail.

Finding My Server Name

1. Sign in to your account using Office365 Web App. For help signing in, go to http://bchs.edu/content/student-email#overlay-context=users/marilyn-rose
2. In Office365 Web App, click **About** - **located in the dropdown under the question mark.**

3. Scroll down until you get to External POP setting: Under **POP setting**, look at the value for **Server name**. If your server name is in the format of podxxxx.outlook.com – use **m.outlook.com** as your server name. Try this first. If this doesn't work, then use the podxxxx.outlook.com as your server name.

External POP setting:

Server name: pod51009.outlook.com

Port: 995

Encryption method: SSL

> **Tip:**
>
> If you cannot set up your account using **m.outlook.com**, try using the full server name listed under **POP setting** as your server name.

What else do I need to know?

- If you're prompted to create a passcode and don't create one, you won't be able to send and receive e-mail.