




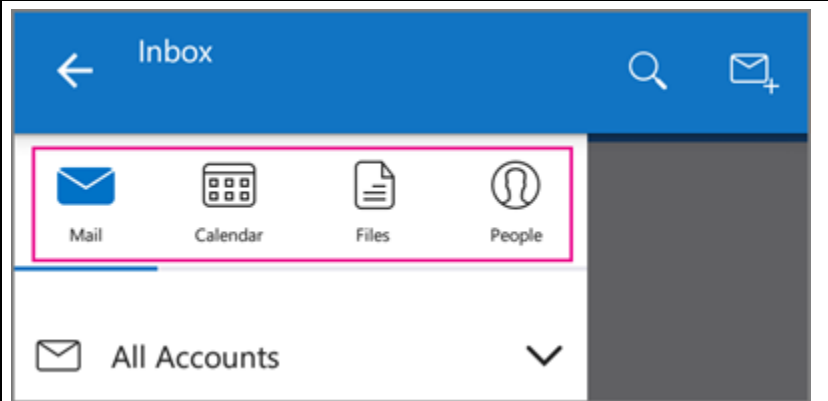
# Set up Exchange-based email accounts

**TIP** The appearance of your Android may vary so use these steps as a guide or consult the manufacturer's help for your particular device.

 <b>Use the Outlook for Android app</b>	 <b>Use the built-in Android mail app</b>
<p><b>NOTE</b> Outlook for Android requires a device running Android 4.0 or later. App availability varies so <a href="#">find out what's available in your country</a>.</p> <p>Download the <a href="#">Outlook for Android app</a> from the Google Play store if you haven't installed it yet.</p> <p>If you already have it installed, open it and then depending on your device, tap the navigation control at the bottom of your Android, or tap <b>More &gt; Settings &gt; Add Account</b>.</p> <p>Tap <b>Exchange</b> if your organization uses an Exchange-based mail account.</p> <p>Enter your full email address, for example <b>username@bellmore-merrick.k12.ny.us</b>, type your password, and then tap <b>Sign in</b>. Outlook for Android then starts syncing the account.</p> <p>To view your calendar, files, or contacts from the app, tap <b>More</b> .</p>	<p>Tap <b>Settings &gt; Accounts &gt; Add account &gt; Email</b>. This application might be named <b>Mail</b> on some versions of Android.</p>



Use the Outlook for Android app



To learn more about using Outlook for Android, tap the navigation control at the bottom of your device, or tap **Menu > Help**. Or, see [Frequently asked questions about Outlook for iOS and Android](#).

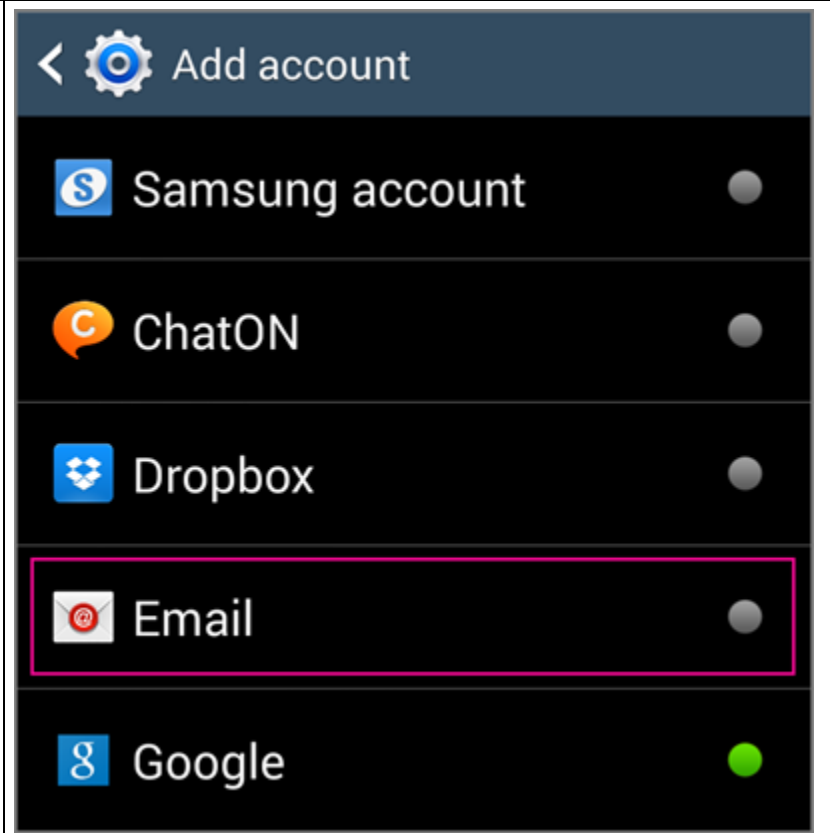
You can have more than one account in Outlook for Android. [Select the type of account you want to add](#) and follow those steps.

#### Delete an account

Depending on your device, tap the navigation control at the bottom of your device, or tap **More > Settings**. Tap the account you want to delete.



Use the built-in Android mail app



Type your full email address, for example **username@bellmore-merrick.k12.ny.us**, type your password, and then tap **Next**. Select **Exchange**.



### Use the Outlook for Android app

Select **Remove Account from Device and Remote**.



### Use the built-in Android mail app

Depending how the Exchange administrator in your organization set up your account, you might receive a message about additional security features. Select **OK** to continue.

Once the device verifies the server settings, the **Account Options** page opens. Accept the defaults or select the options for how you want to receive and send your mail, and then tap **Next**. (You may need to scroll down to see **Next**.)

On the **Set up email** page you can change the name of your account. When you're finished tap **Done**.

If your device can't connect make sure you typed your email address and password correctly and try again. If you still can't connect try setting it up manually following the steps below.

#### **Manual set up**

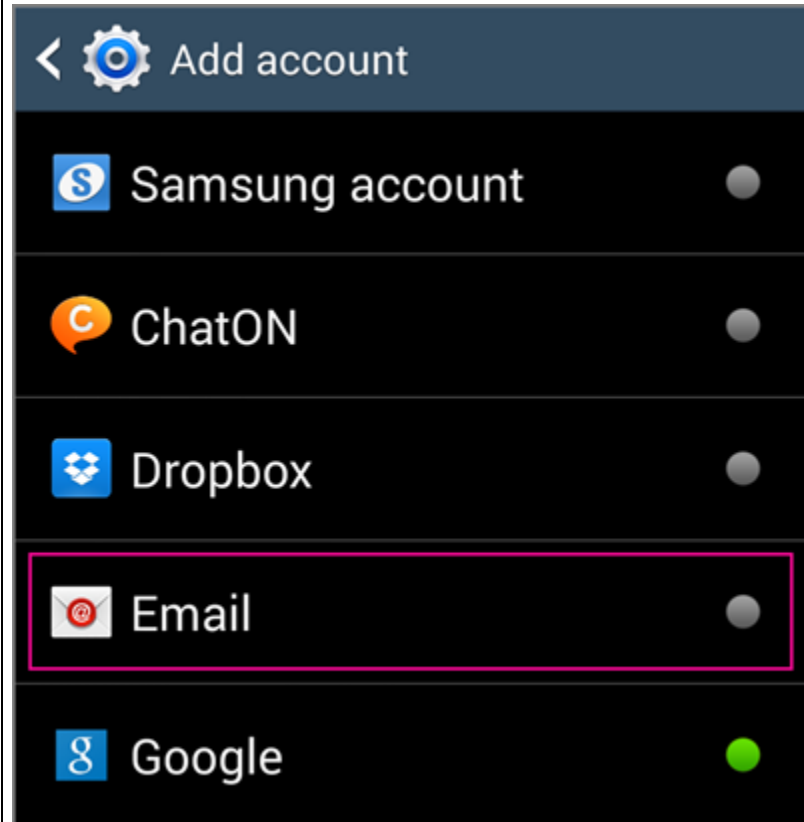
Tap **Settings** > **Accounts** > **Add account** > **Email**. This application might be named **Mail** on some versions of Android.





Use the Outlook for Android app



Use the built-in Android mail app



Type your full email address, for example **username@bellmore-merrick.k12.ny.us**, type your password, and then tap **Next**.  
Select **Manual**.

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	<p>Review the settings on the <b>Exchange server settings</b> page and update if necessary.</p> <p><b>Email</b> Make sure your full email address is in this box, for example, <b>username@bellmore-merrick.k12.ny.us</b>.</p> <p><b>Domain\Username</b> Type your full email address in this box, for example, <a href="mailto:username@bellmore-merrick.k12.ny.us">username@bellmore-merrick.k12.ny.us</a>.</p> <p>If <b>Domain</b> and <b>Username</b> are separate text boxes in your version of Android, leave the <b>Domain</b> box empty, and type your full email address in the <b>Username</b> box.</p> <p><b>Password</b> Use the password that you use to access your account.</p> <p><b>Exchange Server</b> The server name for Office 365 for business is <b>outlook.office365.com</b>. If you don't know the name of your Exchange Server, contact your administrator.</p> <p>Make sure the <b>Use secure connections (SSL)</b> box is checked.</p>



Use the Outlook for Android app



Use the built-in Android mail app



## Exchange server settings

### Email address

username@bellmore-merrick.k12.ny.us

### Domain\username

username@bellmore-merrick.k12.ny.us

### Password

.....

### Exchange server

outlook.office365.com



Use secure connection (SSL)



Use client certificate

Client certificate

