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** 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.

   ![Office365 Web App with About button highlighted]

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 screen with pod51003.outlook.com highlighted]

   **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.